

Records Management Office Documentation

Version	Date of Change	Notes	Editor

Privacy Impact Assessment Phase Two Form

Contents

Step One: Identify the need for a PIA.....	2
Step One: continuation page	3
Step Two: Describe the information flows	4
Step Two: continuation page	5
Step Two: Consultation Requirements.....	6
Step Three: Identify the privacy and related risks.....	7
Step Three: continuation page	8
Step Four: Identify Privacy Solutions.....	9
Step Four: continuation page	10
Step Five: Sign Off and Record the PIA Outcomes	11
Step Five: continuation page	12
Step Six: Integrate the PIA outcomes back into the project plan.....	13
Step Six: continuation page and primary contact.....	14
Supporting Documentation.....	15

Step One: Identify the need for a PIA

- Explain what the project or process aims to achieve, what the benefits will be to the University of Northampton and to individuals
- Provide links or copies of supporting documents for example a project proposal (if a project), copy of contracts and any third party's Privacy notices/GDPR statements etc
- Why is a PIA required, this can draw on your answers to the screening questions
- See "[Guidance on completing Privacy Impact Assessments.docx - Step 1 Pg5.](#)" for further guidance

Step One: continuation page

A large, empty rectangular box with a thin black border, intended for the continuation of the document's content.

Step Two: Describe the information flows

- The **collection, storage, use (processing)** and **retention** (refer to the university retention schedule where applicable) and who has **access** to the personal data should be described here
- You should also say how many individuals are likely to be affected by the project/processing (in a given year)
- See "[Guidance on completing Privacy Impact Assessments.docx - Step 1 Pg6.](#)" for further guidance

Step Two: continuation page

Step Two: Consultation Requirements

- Explain what practical steps you will take to ensure that you identify and address privacy risks through consultation
- Who will be consulted, internally and externally?
- How will you carry out the consultation? You should link this to the relevant stages of your project management process
- See "[Guidance on completing Privacy Impact Assessments.docx - Step 1 Pg8.](#)" for further guidance

Step Three: Identify the privacy and related risks

- Identify the key privacy risks and the associated compliance and corporate risks. Larger-scale PIAs might record this information on a more formal risk register
- See "[Guidance on completing Privacy Impact Assessments.docx - Step 1 Pg10.](#)" for further guidance

#	Privacy Risk	Risk to individuals	Compliance risk	Associated organisation /corporate risk

Step Three: continuation page

#	Privacy Risk	Risk to individuals	Compliance risk	Associated organisation /corporate risk

Step Four: Identify Privacy Solutions

- Describe the actions you could take to reduce the risks identified in Step Three and any future steps which would be necessary (e.g. the production of new guidance or future security testing for systems)
- See "[Guidance on completing Privacy Impact Assessments.docx - Step 1 Pg12.](#)" for further guidance

#	Potential Solutions	Result: Is the risk eliminated, reduced or accepted?	Evaluation: is the final impact on individuals, after implementation, a justified, compliant and proportionate response to the aims of the Processing?

Step Four: continuation page

#	Potential Solutions	Result: Is the risk eliminated, reduced or accepted?	Evaluation: is the final impact on individuals, after implementation, a justified, compliant and proportionate response to the aims of the project?

Step Five: Sign Off and Record the PIA Outcomes

- Who has approved the privacy risks involved in the project? What solutions needed to be implemented?
- See "[Guidance on completing Privacy Impact Assessments.docx - Step 1 Pg13](#)" for further guidance

#	Risk	Approved Solution	Approved by

Step Five: continuation page

#	Risk	Approved Solution	Approved by

Step Six: Integrate the PIA outcomes back into a project plan or task list

- Who is responsible for integrating the PIA outcomes back into the project plan and updating the project management paperwork?
- Who is responsible for implementing the solutions that have been approved?
- Who is the contact for privacy concerns which may arise in the future?
- See "[Guidance on completing Privacy Impact Assessments.docx - Step 1 Pg14.](#)" for further guidance

Action to be taken	Action completion date	Person responsible for action

Step Six: continuation page and primary contact

Action to be taken	Action completion date	Person responsible for action

Primary contact for future privacy queries

Supporting Documentation

Description	File name or link (http://...)