

Privacy Impact Assessments

Phase one: Screening Questions

Privacy impact assessments (PIAs) are a requirement the university must comply with in order to meet the standards governed by the General Data Protection Regulations 2018 and the Data Protection Act 2018. The role of such assessments is to ensure that the University is effectively fulfilling our data protection obligations, and therefore meeting individuals privacy expectations. Such assessments allow us to thoroughly analyse how any project would impact on the privacy of the individuals involved, in order to identify and correct any potential problems at an early stage of any new project/process, reducing the likelihood of damage to reputation or fines.

- Answering Yes or Maybe to any of these questions would indicate that a PIA Phase Two would be a requirement commencing the project/processing
- Answering No to all questions, if this is a honest held view it may mean a Phase two form may not be required, however the Compliance Team are still required to review and verify
- Complete the screening questions and email to recordsmanager@northampton.ac.uk

What happens next? The form will be reviewed by the compliance team to determine if a Phase Two form is required, you will receive a response within 48 hours.

Question		Answer
Brief Description of the process, service or project;		
1	Will the project involve the collection of new information about individuals?	
2	Will the individual be obliged to provide personal information about themselves?	
3	Will the information gathered be shared with any organisation that would not have previously had access to it by any other means?	
4	Are you using any information about individuals that had been originally gathered for a different purpose?	
5	Does the project use new technologies, such as facial recognition or biometrics that could potentially be seen as privacy intrusive?	
6	Could the project results be used to make decisions against an individual that could significantly impact on them?	
7	Does the information to be gained consist of any highly personal or sensitive information such as health records, criminal records, or other such information that people would consider to be particularly private?	
8	Will the project require you to contact the individuals in a way that they may find intrusive?	