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## **DPIA Policy**

Eccleshall Parish Council has reviewed and adopted the accountability and governance guidance provided by the Information Commissioner's Office in respect of Data Protection Impact Assessments (DPIAs) required under the General Data Protection Regulations.

### **Assessments**

A DPIA is a process to help a controller of data identify and minimise data protection risks of a project.

We will carry out such an assessment that is likely to result in a high risk to individuals. This will include specified types of processing.

It is also good practice to complete a DPIA for any other major project which requires the processing of personal data.

Our DPIA will;

- Describe the nature, scope, context and purposes of the processing
- Assess necessity, proportionality and compliance measures
- Identify and assess risks to individuals, and
- Identify any additional measures to mitigate risks

In carrying out a DPIA we use the Information Commissioner's Office template.

In assessing the level of risk, we will consider both the likelihood and the severity of any impact on individuals. High risk could result from either a high probability of some harm, or a lower possibility of serious harm.

Where appropriate we shall consult the data protection officer commissioned via Staffordshire County Council.

If we identify a high risk that we cannot mitigate, we shall consult the ICO before starting the processing.

**When we will complete a DPIA**



A DPIA will be carried out prior to any type of processing which is likely to result in a high risk. Furthermore we will carry out a DPIA if it is proposed to;

- Use systematic and extensive profiling with significant effects
- Process special category or criminal offence data on a large scale
- Monitor publicly accessible places on a large scale
- Use new technologies
- Use profiling or special category data to decide on access to services
- Collect personal data from a source other than the individual without providing them with a privacy notice
- Process data that might endanger the individual's physical health or safety in the event of a security breach.

### Process for DPIA

We shall carry out the following procedure when contemplating a DPIA

1. Identify the need for a DPIA
2. Describe the Processing
3. Consider consultation
4. Assess necessity and proportionality
5. Identify and assess risks
6. Identify measures to mitigate
7. Sign off and record outcomes
8. Integrate outcomes into plan
9. Keep under review.