

Privacy impact assessment form (PIA)

When you have identified that a PIA is necessary (by completing the PIA Screening forms), you should start to complete this document. You should start to complete this form at the **beginning** of the project planning stage, and **before you have made any commitment** to go ahead with the project. **See Annex A for guidance on completing the PIA.**

Project Name:	
PIA Completed by:	
Job Title:	
Date PIA Completed:	

1: Outline the Project & need for a PIA

Explain what the project involves, the project aims, including the benefits to the Organisation, to individuals and to other parties. Provide links to any relevant documents related to the project, e.g. a project proposal. Summarise why the need for a PIA was identified.

2: Please explain below the type of personal data being processed under this project and detail the justification for processing this data.

Explain the individuals or types of individuals to whom the personal data relates, the categories of personal data (e.g. names, dates of birth etc) and the reason why the personal data must be processed for your project or initiative. Please specify if your project involves the processing of sensitive personal data.

3: Please set out the relevant legal basis relied upon to process personal data under this project.

4: Describe the information flows

Describe the collection, use and deletion of personal data. It may be useful to include a flow diagram or other way of explaining data flows. Include information about the volume of data involved, or number of individuals likely to be affected by the project.

Please outline here the stages at which the parties will collect personal data, transfer personal data and destroy personal data. Please describe the methods of collection, transfer and deletion of the personal data.

5. Consultation requirements

Explain the practical steps you will take to ensure that you identify and address privacy risks. This should include: who you will consult internally and externally; and how will you carry out the consultation. Link this to the relevant stages of your project management process. You can use consultation at any stage of the PIA process.

6: Identify 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.

A privacy issue involves a risk of breaching GDPR. The guidance in Annex A will help with linking privacy issues to your particular project. **Examples of privacy issue are provided below for guidance only. Please review if applicable and include any other relevant privacy issues.**

7: Identify privacy solutions

Describe the actions you could take to reduce the risks, and any necessary future steps (eg production of new guidance; security testing for systems). If personal data is to be transferred outside of the EEA, please ensure you include the solutions below for reducing any privacy risks associated with that transfer.

Below are examples of the solutions which could be implemented.

Risk	Solution(s)	Result: is the risk eliminated, reduced, or accepted?	Evaluation: is the final impact on individuals after implementing each solution a justified, compliant and proportionate response to the aims of the project?

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8: Integrate the PIA outcomes back into the project plan

Who is responsible for integrating the PIA outcomes back into the project plan and updating any project management paperwork?

Who is responsible for implementing the solutions that have been approved?

Who is the contact for any privacy concerns that may arise in the future?

Action to be taken	Date for completion of actions	Responsibility for action

Contact point for future privacy concerns

9: Sign off and record the PIA outcomes

Who has approved the privacy risks involved in the project?

What solutions need to be implemented?