

**GUIDANCE NOTES**  
**DATA PRIVACY IMPACT ASSESSMENT**



## IDENTIFYING THE NEED FOR A DPIA

### SECTION 1 - SCREENING QUESTIONS

This section asks questions designed to help you decide whether you need to complete Section 2 (Data Privacy Impact Assessment Form).

If you answer 'yes' or 'maybe' to any of the questions in Section 1, please complete Section 2 (Steps 1 – 3) and return it to the University Data Protection Officer at [dpo@bolton.ac.uk](mailto:dpo@bolton.ac.uk) who will complete Steps 4 – 5 in consultation with you.

### SECTION 2 DATA PRIVACY IMPACT ASSESSMENT FORM

#### STEP 1 –PROJECT OUTLINE

This section looks to clarify what the project aims are, what information you need to collect and why.

#### STEP 2 –DESCRIBE THE INFORMATION FLOWS

This section looks at what you will be doing with the data and to ensure that you are collecting the information in an appropriate way and storing and disposing of the information in a timely manner.

##### Collection

This section covers where the data comes from. For example: is it already held by the University, are we collecting it by questionnaires, online or will we be receiving data from a third party?

You also need to think how the individual will be made aware of the use of their data. Will you be asking the individual's permission to use the data; or does the University need to update its privacy notices, explaining how personal data is used by the University

f the of the University's intended use of their data

Under data protection legislation must ensure that securely, particularly if (such education

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the weormatno8and when the data should be destroyed. For more informatno8onthe University's standard procedures which may



Devising retention periods which only keep information for as long as necessary and planning secure destruction of information.

Implementing appropriate technological security measures.

Ensuring that staff are properly trained and are aware of potential privacy risks.

Developing ways to safely anonymise or pseudonymise the information when possible.



7. **Does the data focus or concentrate on the individual as its central theme rather than on some other person, or some subject, transaction or event?**

**YES** The data is likely to be 'personal data'

For further guidance and information see:

[https://ico.org.uk/media/fororganisations/documents/1549/determining\\_what\\_is\\_personal\\_data\\_quick\\_reference\\_guide.pdf](https://ico.org.uk/media/fororganisations/documents/1549/determining_what_is_personal_data_quick_reference_guide.pdf)