

Data Protection Impact Assessment (DPIA)

Stage 1 – Project Overview		
Project Name:		
Project Lead Details:	Name	
	Telephone Number	
	Email	
Names of organisations involved in the sharing of information:		
Key dates:	Proposed Start Date:	
	Proposed Review Date:	Minimum annually
Is this a restricted transfer of data:		
Project Purpose:	Explain broadly what project aims to achieve and what type of processing it involves. You may find it helpful to refer or link to other documents, such as a project proposal. Summarise why you identified the need for a DPIA.	

Stage 2 – Data Processing						
2.1	2.1 What types of data will be used?	Sensitive Confidential Data		Y/N	Personal Identifiable Information	Y/N
		Pseudonymised Data		Y/N	Anonymised Data	Y/N
2.2	Detail the data fields being used	E.g., name, address, DoB, NHS number, phone, email				
2.3	Why is the data/information being used?					
2.4	Where is the data/information going to be held?					
2.5	If there an electronic system used to collect/record/ process the data?	Y/N	If yes, provide details of the system(s)			
2.6	How is the information going to be kept secure?	E.g., cyber essentials plus, DSP Toolkit standards				
2.7	How is the data quality of the information collected going to be checked?	E.g., SPINE, Client EPR				
2.8	Where/how will data quality issues be addressed/ resolved?	Updates between Client and patient and Bar Code Data Healthcare Solutions				
2.9	What is the frequency of sharing of data?	Daily for the duration of the contract				

2.10	What is the quantity of data being shared?			
2.11	Can the amount of data/information being used be reduced/ minimised? (if not why)			
2.12	Who is the data/information being shared with internally?			
2.13	Who is the information being shared with externally?			
2.14	Have any external parties ever received any decisions against it from a supervisory body regarding breaches?	No	If yes, please provide details	N/A
2.15	Is any data being sent out of the EEA?	No	If yes, which country is the data/information being sent to?	N/A
2.16	Is any data being sent outside of the UK?	No	If yes, where?	N/A
2.17	Is there a contract with the external organisation(s)?			
2.18	How long will the data need to be used for?			
2.19	Is the third party audited for GDPR requirements?	BCDHS complete the DSP Toolkit		
2.20	How will data be deleted when no longer required?			
2.21	Who is monitoring/responsible for this flow of information?			
2.22	Is AI (Artificial Intelligence) being used? If yes, please explain			

Stage 3 – Compliance and Proportionality

4.1	Legal basis for data/information sharing	Article 8 under UK GDPR – provision of healthcare		
4.2	Are individuals informed about their processing of information?	Yes	How are the individuals informed?	
			Website, patient literature	
			If No, why not?	
			N/A	
4.3	Is the processing of information in BCDHS privacy notice?	Y/N		
4.4	Is there an option for the individual to opt out of their information being shared or processed?	Individual consent will be obtained by clients prior to participation in the project		
4.5	Can individuals obtain a copy of their information? If yes, please detail how they would do this?	Yes, from client. All individual information held by BCDHS replicates but is not fully inclusive of full patient record		
4.6	Does the project ensure and protect the	Right to copy	Y/N/N/A	
		Right to Rectification	Y/N/N/A	

	individuals' rights?	Right to erasure	Y/N/N/A
		Right to restrict/object to processing	Y/N/N/A
4.7	Name of person completing the DPIA		Date:

Stage 4 – Risk Assessment

Identified Risk	Likelihood of harm	Severity of harm	Overall risk

Stage 5 – Risk Mitigation

Identified Risk	Mitigation to reduce or eliminate risk	Impact	Likelihood of harm	Severity of harm	Overall risk

Stage 6 – DPIA Sign Off

Item	Name/position/date	Notes
Measures approved by:		Integrate actions back into project plan, with date and responsibility for completion
Residual risks approved by:		If accepting any residual high risk, consult the ICO before going ahead
DPO advice provided:		DPO should advise on compliance, step 6 measures and whether processing can proceed
Comments:		
Consultation responses reviewed by:		If your decision departs from individuals' views, you must explain your reasons
Comments:		
This DPIA will be kept under review by:		