**Data Protection Impact Assessment (DPIA) - Screening Form**

If your project relates to Research you should complete the [University’s ethical approval](https://www.stir.ac.uk/research/research-ethics-and-integrity/ethics-forms/) process using the Ethical Review Manager. Research data protection screening questions are contained within the GUEP ethical approval process, if these questions indicate that a DPIA is required then you should complete a [DPIA Research (Staff) form](https://www.stir.ac.uk/about/professional-services/student-academic-and-corporate-services/policy-and-planning/legal-compliance/data-protectiongdpr/gdpr-policy-and-guidance/) or [DPIA Research (Postgraduate) form](https://www.stir.ac.uk/about/professional-services/student-academic-and-corporate-services/policy-and-planning/legal-compliance/data-protectiongdpr/gdpr-policy-and-guidance/). If your project involves NHS, Invasive or Clinical Research, and you think you may need to complete a separate DPIA, please contact [data.protection@stir.ac.uk](mailto:data.protection@stir.ac.uk).

For projects that do not relate to research please complete the information and screening questions below then follow the instructions at the end of the form.

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| **Project Title:** | |
| **Brief project summary** (please keep this very short. One paragraph should be sufficient)**:** | |
| **Name of Responsible person:** | **Position:** |
| **Responsible School/Service:** | |
| **Timing of the project (start/end dates, duration, as applicable)** | |
| **Date form completed:** | |

**Screening questions**

**When responding to the questions listed below, please consider each question carefully in relation to all aspects of the project as this screening form and associated DPIA may be used to evidence our compliance with UK GDPR.**

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| 1 | Will the project involve the collection of new information about individuals? | Yes  No |
| 2 | Will the project compel individuals to provide information about themselves (i.e. by not providing the information the individuals would be disadvantaged in some way)? | Yes  No |
| 3 | Will information about individuals be disclosed to organisations or people who have not previously had routine access to the information? | Yes  No |
| 4 | Are you using information about individuals for a purpose it is not currently used for, or in a way it is not currently used for? | Yes  No |
| 5 | Is the information about individuals a kind particularly likely to raise privacy concerns or expectations including special categories data? For example, health records, criminal records or other information that people would consider to be particularly private. | Yes  No |
| 6 | Will the project require you to contact individuals in a way which they may find intrusive e.g. telephoning or emailing without their prior consent or knowledge? | Yes  No |
| 7 | Will the project replace a function that previously required specialist support by introducing new facilities to gather, process, analyse or share personal data? | Yes  No |
| 8 | Will the project involve the processing of personal data by third parties (third parties would include all cloud based services) or sharing information with third parties such as external collaborators/partners? | Yes  No |
| 9 | Will the project expose personal data to elevated levels of security risks (such as a risk to personal safety or financial risks)? | Yes  No |
| 10 | Are stakeholders likely to have privacy concerns about the project? | Yes  No |
| 11 | Will the project involve children or vulnerable adults? | Yes  No |
| 12 | Will you be using personal data for marketing purposes, including promotional activities? | Yes  No |
| 13 | Will you be transferring any personal data outside the UK/EU/EEA | Yes  No |
| 14 | Will you be processing personal data without informing the data subjects? | Yes  No |
| 15 | Does the project involve you using new technology or technology which might be perceived as being privacy intrusive? For example the using of biometrics, facial recognition, monitoring via CCTV, automated decision making or profiling. | Yes  No |
| 16 | Will the project result in you making decisions or taking action against individuals in ways which can have a significant impact on them? | Yes  No |
| 17 | Will you be involved in large scale processing (In considering whether your processing is large scale you should take account of the number of people affected by the processing (either as a number or proportion of the relevant population), the volume and range of data being processed, the duration and permanence of processing and the geographical extent of the processing) | Yes  No |
| 18 | Will there be any data matching (putting two or more data sets together from different sources) | Yes  No |
| 19 | Will you be tracking individuals online or offline location or behaviour in any way (including the use of cookies)? | Yes  No |
| 20 | Will you process any personal data that could result in a risk of physical harm in the event of a security breach? | Yes  No |

**Next steps**

**Select the appropriate route:**

|  |  |  |
| --- | --- | --- |
| If you have not ticked yes to any questions |  | You do not need to provide any further information but this screening form should be sent to the data protection unit ([data.protection@stir.ac.uk](mailto:data.protection@stir.ac.uk)) for their records |
| If you have ticked 3 or fewer yes boxes (excluding questions 14-20) |  | You need to complete the [DPIA Short form](https://www.stir.ac.uk/about/professional-services/student-academic-and-corporate-services/policy-and-planning/legal-compliance/data-protectiongdpr/gdpr-policy-and-guidance/) |
| If you have ticked any yes boxes for questions 14 to 20 |  | You need to complete a [DPIA Long form](https://www.stir.ac.uk/about/professional-services/student-academic-and-corporate-services/policy-and-planning/legal-compliance/data-protectiongdpr/gdpr-policy-and-guidance/) |
| If you have ticked four or more yes boxes |  | You need to complete a [DPIA Long form](https://www.stir.ac.uk/about/professional-services/student-academic-and-corporate-services/policy-and-planning/legal-compliance/data-protectiongdpr/gdpr-policy-and-guidance/) |

If you are completing the short or full DPIA form this screening form should be submitted to the data protection unit ([data.protection@stir.ac.uk](mailto:data.protection@stir.ac.uk)) along with your completed DPIA form.