Privacy Impact Assessment Screening questions for projects/new developments

The University is obliged to evaluate new uses of personal data with regard to how personal privacy could be impacted or affected. Please answer the following questions to help us decide whether a full privacy impact assessment is required. (If you need help at any stage please contact the University Data Protection Officer, or your departmental Information Champion.

*(this exercise only applies to data which allows identification of individuals, whether from the data itself, or in combination with other data held by the University)*

Will the project involve the collection of new (or additional) types of information about individuals?¹

Will the project compel individuals to provide information about themselves, before they can make use of the service provided?

Will information about individuals be disclosed to organisations or people who have not previously had routine access to the information, including third party processors?

Are you using information about individuals for a purpose it is not currently used for, or in a way it is not currently used?

Does the project involve you using new technology which might be perceived as being privacy intrusive? For example, the use of biometrics or facial recognition.

Will the project result in you making decisions or taking action against individuals in ways which can have a significant impact on them?

Is the information about individuals of a kind particularly likely to raise privacy concerns or expectations? For example, health records, criminal records or other information that people would consider to be particularly private.²

Will the project require you to contact individuals in ways which they may find intrusive or unexpected? (eg by e-mail or telephone).

Is there any automated decision making?³

*Answering yes to any of these questions means a Privacy Impact Assessment is required: Please contact Anne Cutler for further information*

¹ Personal data is that which refers to living identifiable individuals: can individuals be identified from the data itself, or if it is combined with other data held by the University – for example an individual can be identified via their student or staff id number

² Is any sensitive data processed, ie: ethnicity, political opinion, religion, trade union membership, physical or mental health or condition, sex life, criminal record or allegations of criminality

³ Automated decision making is defined as where there is no involvement or final ratification by a human being