



Overview

A Data Protection Impact Assessment (DPIA) is essential to ensure that new systems and processes are compliant with the General Data Protection Regulation (GDPR). A DPIA is mandatory if the processing operation is “likely to result in a high risk to the rights and freedoms of natural persons”. The risk is considered high when processing personal information about a living person. Failure to carry out a DPIA, or failure to carry one out correctly when the risk is high, may result in a large fine.

What is Personal Data?

“personal data’ shall mean any information relating to an identified or identifiable natural person (‘data subject’); an identifiable person is one who can be identified, directly or indirectly, in particular by reference to an identification number or to one or more factors specific to his physical, physiological, mental, economic, cultural or social identity.”

It may be that a single piece of information can identify an individual, or it may be that it requires a combination of information to identify them. The following information would be considered personal data:

- Name
- Address
- Date of birth
- Email address (personal and work)
- NI number
- Bank details
- Medical records

Personal data also extends to items such as a photo, posts on social media or an IP address.

What is Sensitive Personal Data?

“personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, and data concerning health or sex life.”

The following information would be considered sensitive personal data:

- Gender
- Age
- Religion
- Ethnicity
- Sexual orientation
- Health information
- Criminal history

Any biometric information is also classed as sensitive personal data.

In order to determine whether a DPIA is necessary, insert the required information into the table below and complete the checklist.


If the answer is **YES** to any of the screening questions in the checklist then a DPIA must be carried out.

Project/Process Title	Coroners – Amalgamation of areas		
Overview of Project/Process (brief details)	To consider the amalgamation of the 3 existing Coroners areas		
Project Sponsor	Robin Mair		
Directorate / Service Area	Central Services- Coroners		
Date of Assessment	13/06/18		
Assessment Criteria	Yes/No	Justification for answer	
Will there be a need to collect new information about individuals?	No		
Will there be a need to ask individuals to provide personal information about themselves?	No	No change is proposed on this point from the existing position	
Will information about individuals be disclosed to organisations or people who have not previously had routine access to the information?	No		
Are you using information about individuals for a purpose it is not currently used for, or in a way it is not currently used?	No		
Does the new system or process involve using new technology that might be perceived as being privacy intrusive? For example, the use of biometrics or facial recognition.	No		
Will introduction of the new system or process result in you making decisions or taking action against individuals in ways that can have a significant impact on them?	No		
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 private.	No	No change is proposed on this point from the existing position	
Will you need to contact individuals in ways that they may find intrusive?	No		

If you have answered **YES** to **ANY** of the above screening questions then contact the Data Governance Team for the full DPIA documentation.

If you have answered **NO** to **ALL** of the above screening questions then a DPIA is not necessary. Please complete the declaration below and email a copy to the Data Governance Team, email: datagovernance@northyorks.gov.uk.

Project Sponsor Name	Robin Mair	Data Governance Officer Name	Gillian Hill
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Project Sponsor Signature		Data Governance Officer Signature	Gillian Hill
Date of Declaration	13/06/18	Date of Approval	28/6/18

Note: If the scope of work changes in any way then the pre-assessment MUST be repeated.