

## Data Protection Impact Assessment Screening Checklist

To confirm whether a full DPIA is required please go through the below and tick any boxes that are relevant.

<b>Ref number:</b>	RF-19578
<b>Name and Job title:</b>	Rachelle White   School Admissions Manager
<b>Date:</b>	11.11.2025
<b>Description</b> - Explain broadly what you aim 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, business case etc.	
<b>Decision Report:</b> Coordinated Admissions Schemes and Admission Arrangements for 2027-2028 School Year	
<b>Subject of Report - Admission Arrangements for 2027-2028 School Admissions</b>	
This report seeks approval of the admissions policies and published admission numbers for community and voluntary controlled schools – schools for whom the City of York Council is the admission authority – for the school year beginning in September 2027.	

Are you:

~~starting a new~~ (or reviewing an existing) project involving the use of personal data.

Are you planning to carry out any

- ~~evaluation or scoring~~
- ~~automated decision-making with significant effects.~~
- ~~systematic monitoring.~~
- ~~processing of sensitive data or data of a highly personal nature~~
- ~~processing on a large scale~~
- ~~processing of data concerning vulnerable data subjects~~
- ~~innovative technological or organisational solutions~~
- ~~processing that involves preventing data subjects from exercising a right or using a service or contract.~~
- ~~profiling to make decisions about people~~
- ~~automated decision-making to make decisions about people~~
- ~~process special category data or criminal offence data~~
- ~~systematically monitor a publicly accessible place e.g. CCTV~~
- ~~use innovative technology \*~~

- use profiling to help make decisions on someone's access to a service, opportunity, or benefit
- use automated decision-making to help make decisions on someone's access to a service, opportunity, or benefit
- use special category data to help make decisions on someone's access to a service, opportunity, or benefit
- carry out profiling on a large scale
- process biometric or genetic data \*
- combine, compare, or match data from multiple sources
- process personal data without providing a privacy notice directly to the individual\*
- process personal data in a way that involves tracking individuals' online or offline location or behaviour \*
- process children's personal data for profiling or automated decision-making or for marketing purposes, or offer online services directly to them
- process personal data that could result in a risk of harm in the event of a breach
- a change to the nature, scope, context, or purposes of existing processing

If you have ticked any of the boxes above, you must complete a full DPIA. Please contact [information.governance@york.gov.uk](mailto:information.governance@york.gov.uk) who will be able to advise and support you to do this

If you have not ticked any of the boxes above, you are not required to complete a full DPIA. However, we must record all decision making regarding DPIA, so please send your completed screening questionnaire to [information.governance@york.gov.uk](mailto:information.governance@york.gov.uk)

\*for information governance only – when advising or going through these points as part of the screening or full DPIA, note that these are “*in combination with any of the criteria in the European guidelines*” [http://ec.europa.eu/newsroom/article29/item-detail.cfm?item\\_id=611236](http://ec.europa.eu/newsroom/article29/item-detail.cfm?item_id=611236)