

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.

Ref number:	RF-19578
Name and Job title:	Rachelle White School Admissions Manager
Date:	11.11.2025
Description - 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.	
<p>Decision Report: Coordinated Admissions Schemes and Admission Arrangements for 2027-2028 School Year</p> <p>Subject of Report - Admission Arrangements for 2027-2028 School Admissions</p> <p>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.</p>	

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 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

*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