Privacy Impact Assessment (PIA) Screening Questions

These questions are intended to help organisations decide whether a PIA is necessary. ***Answering 'yes' to any of these questions is an indication that a PIA should be completed.*** You can expand on your answers as the project develops if you need to.

You can adapt these questions to develop a screening method which fits more closely with the types of project you are likely to assess.

Project:
Date:
Completed by:

Q1. **Will the project involve the collection of new information about *individuals*?**

Q2. **Will the project compel *individuals* to provide information about themselves?**

Q3. **Will information about *individuals* be disclosed to organisations or people who have not previously had routine access to the information?**

Q4. **Are you using information about *individuals* for a purpose it is not currently used for, or in a way it is not currently used?**

Q5. **Does the project involve you using new technology which might be <u>perceived</u> as being privacy intrusive? For example, the use of biometrics or facial recognition.**

Q6. **Will the project result in you making decisions or taking action against *individuals* in ways which can have a significant impact on them?**

Q7. 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.

Q8. Will the project require you to contact *individuals* in ways which they may find intrusive?

Q9. Will the project involve processing or releasing personal or sensitive personal data? (As defined by the Data Protection Act/GDPR).

Q10. Will the project use or develop IT which is not University managed or provided via Information Services?[1]

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[1] If "yes" this is regarded as a risk, in response to which there needs to be assurance.