**DPIA Screening Tool**

Please ensure you have completed the Initial DPIA Assessment Tool to establish whether it is necessary for you to complete this DPIA Screening Tool.

Please answer the following questions and submit this information to your Data Protection Officer for them to assess whether a full Data Protection Impact Assessment is required for your project or system.

**Question 1:**

What personal information will be collected as part of this project or system? Please list all personal information that will be processed.

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**Question 2:**

Will this information be shared with anyone outside of the school/academy or with anyone from within the school/academy that the data subject may not expect to receive the information? If the answer is yes, please set out who/which organisations the information will be shared with.

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**Question 3:**

Does the project or system involve the use of new **or** intrusive technology, e.g. biometric data such as facial recognition? If yes, please provide details of the technology.

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**Question 4:**

Will the project involve any automated decision-making processes? (An automated decision-making process is one which has had no human involvement at all e.g. AI). If yes, please provide further information about the automated decision-making process. If you are unsure, please state ‘unsure’ in the box below.

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**Question 5:**

Please describe what impact the project or system will have on the individuals whose personal data is being processed. (Include any positive or negative impact).

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**Question 6:**

Would the individual data subjects expect you to process their data in the way you are proposing to with this project or system?

* Yes
* No

**Question 7:**

Is the processing of personal data for this type of project or system covered in your existing privacy notice?

* Yes
* No

**Question 8:**

Are there any privacy or data protection concerns that you wish to bring to the attention of the Data Protection Officer regarding this project or system?

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| Name of person(s) completing this screening: |  |
| School/Academy name: |  |
| Date this screening was completed: |  |

Please ensure you submit this screening to your Data Protection Officer

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**Data Protection Officer to complete:**

Is a full DPIA required?

* Yes
* No

Reasons for this decision:

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| Set out reasons the DPIA is/is not required: |

If a DPIA is required who should be involved in completing this?

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| Include all staff/teams who will need to be involved: |

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| --- | --- |
| Name of Data Protection Officer: |  |
| Signed: |  |
| Date completed: |  |