

Assessment tool – DPIA

This tool will help you to establish whether you require a DPIA for the system* or project that you are planning to carry out.

Please ensure you use this assessment tool and, where necessary, complete a DPIA for the software solution or project before you start the procurement process, pay or sign up to the software or start the project.

*System – this may include a subscription website or software solution that you are required to sign up to, whether you will have to pay for the service or not.

Question 1:

Does the project involve processing personal data?

Yes – take to question 2

No – If you are sure that the project does not and will not ever involve the processing of personal data, there is no need to complete a DPIA.

Question 2:

Does the project or system fall into any of the following categories:

- The project or system is new to the school and involves the processing of information about individuals;
- The project involves an existing system which is collecting new information about individuals;
- The project involves an existing system which is changing the way it processes information about individuals;
- The project involves a new system which will replace an existing system which processes information about individuals e.g. a new payroll system or information management system.

Yes – take to question 3

No – If you are sure that the project or system does not fall into any of these categories, there is no need to complete a DPIA.

Question 3:

Please review the categories of data below:

Category 1	Category 2	Category 3
Full name	Payroll information	Ethnicity
DOB	Pension information	Religion
Address	HR records	Trade Union Membership
Contact number		Medical information
Email address		SEN information
Gender		Pupil Premium status
Dietary requirements		Free School Meals information
Emergency contact information		Biometric data
Attendance data combined with identifiable data		Sexual orientation information
Attainment data combined with identifiable data		
UPN		

Does the project or system involve any of the following:

- Processing three or more pieces of data from category one.
- Processing any of the pieces of data from category two, either on their own or with data from category one or three.
- Processing any of the pieces of data from category three, either on their own or with data from category one or two.

Yes – Please complete the DPIA screening assessment and send this to your DPO