# **Data Protection Impact Assessment (DPIA) A screenshot of a video game Description automatically generated with medium confidence**

# **Mini DPIA –**

*This document should be used when a new service offering has been identified as part of ………... It is intended to highlight and address any specific privacy risks in respect of the functionality/purpose and ensure continued compliance with any overarching DPIA.*

## ***Overview***

|  |  |  |  |
| --- | --- | --- | --- |
| **Process/Service Name eg Special Collections** |  | | |
| **Project Sponsor/Service Lead Contact** |  | | |
| **Privacy Impact**  (tick one) |  | None | Eg No personal data used. |
|  | Low | Eg Limited personal data used; only available to key staff; |
|  | Medium | Eg Additional personal data being used including special category (but only available to key staff); third party data used. |
|  | High | Eg additional sensitive/special category data used; personal data more widely available/not locked down; data to be passed to/from another organisation. |
| **Timescale** |  | | |

|  |
| --- |
| **Brief Summary (of the release/service)** To be accompanied by an analysis, process diagram(s) if available and process description (narrative), highlighting any areas of concern (i.e. non-standard) for DPIA and systems security. |
|  |

## ***Personal Data Collection***

|  |  |
| --- | --- |
| **What** [**personal information**](https://www.abdn.ac.uk/staffnet/governance/data-protection-6958.php#panel11099) **is processed including any** [**special category data**](https://www.abdn.ac.uk/staffnet/governance/data-protection-6958.php#panel11100)**?** |  |
| **How are we gathering this information?** |  |
| **What is the** [**lawful basis**](https://www.abdn.ac.uk/staffnet/governance/data-protection-6958.php#panel8788) **(if different)?** |  |
| **Who will have access to the data and should it be restricted/locked down?** |  |
| **What is the intended retention of the data and destruction processes?** |  |
| **Audit trail capability if appropriate?** |  |

## ***Personal Data Sharing/External Access – only to be completed if this comprises a change to the ………………… process and this release will involve sharing with third parties (excluding supplier)***

|  |  |
| --- | --- |
| **Will any personal information be shared with other systems?** |  |
| **Will any personal data be shared or accessed outside the University?** |  |
| **What personal information is to be shared and why?** |  |
| **What agreements are in place with the external system or organisation?** |  |

**Risk Assessment (if new risks identified):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Risk ref | Risk and impact description | Likelihood of harm  *Remote, Probably or Possible* | Severity of harm  *Minimal, Some Harm or Serious Harm* | Overall risk  *Low, Medium or High* |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Risk ref | Options to reduce or eliminate risk | Measure approved  *Yes or No* | Effect on Risk  *Eliminated, Reduced or Accepted* | Overall risk  *Low, Medium or High* |
|  |  |  |  |  |

|  |  |
| --- | --- |
| **Date of mini DPIA** |  |
| **Mini DPIA completed by** |  |
| **DPO Comments** |  |
| **Information Asset Owner/Project Sponsor (Signature and Date)** |  |