

The DPIA Process

A DPIA is a process to identify and classify data privacy risks in a project for new procedures, systems or tools.

01

Identify Need for a DPIA

Carry out a DPIA where the proposed use of personal information is likely to result in a high risk to individuals.

Examples of high-risk activities include:

- Evaluation or scoring;
- Automated decision making and profiling;
- Monitoring and tracking;
- Large scale processing;
- Use of sensitive information; or
- Use personal information about children and other vulnerable persons.

02

Describe the processing

Describe the nature, scope, context, and purposes of the processing.

03

Consider consultation

Consult key stakeholders such as third-party suppliers to explain their handling of personal information, individuals impacted by the activities and their representatives, data privacy, information security, and other subject matter experts.

04

Assess necessity and proportionality

Check that processing is necessary and proportionate to the aims of the project and will comply with data privacy rules and regulations.

05

Identify and assess risk

Types of potential risks to the individual include:

- Discrimination;
- Reputational damage;
- Restrictions on rights and freedoms;
- Identity theft or fraud;
- Financial loss;
- Physical damage; and
- Re-identification or pseudonymisation.

06

Identify measures to mitigate risks

List the source of each risk and clearly state measures to be introduced to reduce the risk, e.g. a privacy notice, additional security measures, opting not to collect certain types of personal information.

07

Sign off and record outcomes

Record the planned response to each risk by deciding whether to treat, transfer, tolerate, or terminate the risk.

08

Integrate outcomes into the project

List the actions in the project documentation and ensure they are implemented before the project closes.

09

Keep under review

Review the DPIA periodically to identify any changes that may trigger the need to redo the DPIA.