# Data Protection Impact Assessment (DPIA)

Lancashire Care NHS Foundation Trust

This assessment should be completed as part of the business case for all new information systems and processes which involve the use of personal sensitive data or will significantly change the way in which personal data is handled.

Once the assessment has been completed, please forward to the Information Governance Team for approval

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| **GENERAL OVERVIEW** | | | |
| **1.** | **Name of the new system or process:** | | |
| **2.** | **Responsible Lead (name & email address):** | | |
| **3.** | **What are the main aims?** | | |
| **4.** | **List the main activities of the project:** | | • |
| **5.** | **What are the intended outcomes?** | | • |
| **INFORMATION ASSET REGISTER** | | | |
| **6.** | **Who is the Information Asset Owner - IAO(Name & email address) - LCFT staff only** | | |
| **7.** | **Who is the Information Asset Administrator - IAA (name & email address) – LCFT staff only** | | |
| **DATA** | | | |
| **8.** | **Who are the Data Subjects? (e.g. the people whose data will be held in this new system – this may be patients and/or staff)** | | |
| **9.** | **What Data Classes will be held on this system (ie the actual data fields)?** | | |
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| 10. | Will this system/process include data which was not previously collected? | | |
| 11. | Have you assessed the likelihood of data causing any unwarranted distress or damage to individuals concerned? | | |
| 12. | Is there a legal basis for holding and processing this data? | | |
| 13. | Does the system/process include new or amended identity authentication requirements that may be intrusive? | | |
| 14. | What checks have been made regarding the adequacy, relevance and necessity of data used? | | |
| 15. | Can the system/process use pseudonyms or work on anonymous data? | | |
| 16. | Can the data subjects opt-out of their data being added to the system/used by the process, and if so is this publicised? | | |
| 17. | Who are the partners for the data sharing? | | |
| **DATA SECURITY** | | | |
| 18. | Who will use the system/process and have access to the data? | | |
| 19. | What training have users had in patient confidentiality? | | |
| 20. | Will the data be shared with any other organisations? | | |
| 21. | Where will data be held? | | |
| 22. | What format will data be stored in? | | |
| 23. | Does the system / process change the way data is stored? | | |
| 24. | How will staff access and amend data? | | |

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| **25.** | **How will data be shared?** | ☐ Fax<br>☐ Email<br>☐ Via NHS Mail<br>☐ Website<br>☐ Via Courier | ☐ By hand<br>☐ Via post – internal<br>☐ Via post - external<br>☐ Via telephone<br>☐ Other – please state |
| **26.** | **Are you transferring any personal and / or sensitive data to a country outside the European Economic Area (EEA)?** | ☐ Yes ☐ No<br>*If yes, please outline the data types, country, transfer methods and any measures in place to ensure adequate levels of security when transferred to this country.* | |
| **27.** | **What security measures have been taken to protect the data?** | | |
| **28.** | **Is there a useable audit trail in place for the asset?** *For example, to identify who has accessed a record* | | |
| **29.** | **How often will the system/process be audited?** | | |
| **30.** | **Who supplies the system/process?** | | |
| **31.** | **Is the supplier of the system/recipient of the data registered with the ICO? (please give registration number)** | | |
| **32.** | **Has the organisation completed the HSCIC IG Toolkit to a satisfactory level? Include IG Toolkit registration no.** | | |
| **33.** | **Does the contract include necessary IG clauses?** | | |
| **34.** | **What business continuity plans are in place in the case of data loss / damage as a result of human error / computer virus / network failure / theft / fire / flood / other disaster?** | | |
| **DATA QUALITY** | | | |
| **35.** | **Who provides the information for the asset?** | | |
| **36.** | **Who inputs the data into the system?** | | |

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| **37.** | **How will the information be kept up to date and checked for accuracy and completeness?** | |
| **38.** | **Can an individual (or a court) request amendments or deletion of data from the system?** | |
| **ONGOING USE OF DATA** | | |
| **39.** | **Will the data be used to send direct marketing messages?** | |
| **40.** | **If yes, are consent and opt-in procedures in place?** | |
| **41.** | **Does the system/process change the medium for disclosure of publicly available information?** | |
| **42.** | **Will the system/process make data more readily accessible than before?** | |
| **43.** | **What is the data retention period for this data?** *(please refer to the Records Management: NHS Code of Practice)* | |
| **44.** | **How will the data be destroyed when it is no longer required?** | |
| **PIA SIGN OFF** | | |
| **45**. | *Your PIA should be sent to* the Information Governance Team for approval | |
| | **Approval by SIAO / IAO:** | |
| | **Date of PIA Approval:** | |
| | **Name of IG Approver:** | |
| | **Title of IG Approver:** | |
| **46.** | **Recommendations & required further actions following PIA approval.** | |