

# Data Protection Impact Assessment Screening Tool

This form is Stage 1 of the Data Protection Impact Assessment (DPIA) process. You are advised to read the Data Protection Impact Assessment Policy [found here](#) before completing the form.

Project/ Activity name & brief description	Reinstate OPCC's Communication policy for a member of the public DP0019
OPCC Department	Casework
ROPA Reference if Any	
Your Name	

Does the proposed project, plan, activity, procurement, operation or commissioning activity involve you or another party processing the Personal Data of a living identifiable individual?	Yes
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If no personal data is being processed a Data Protection Impact Assessment will not be required. You will need to keep a copy this form for your project records and forward to [dpo@weskyorkshire.pcc.pnn.gov.uk](mailto:dpo@weskyorkshire.pcc.pnn.gov.uk)

If you answered yes to the question above please complete the rest of this form and return it to [dpo@weskyorkshire.pcc.pnn.gov.uk](mailto:dpo@weskyorkshire.pcc.pnn.gov.uk)

Please answer the following questions about the proposed activity, will it:	
Use special category data or criminal offence data on a large scale.	No
Systematically monitor a publicly accessible place on a large scale.	No
Use systematic or extensive profiling which has significant affect on individuals or profile individuals on a large scale.	No
Involve the use of Personal data with new technologies or the novel use of existing technologies (will include the use of AI and facial recognition)	No
Use profiling on, special category or law enforcement data to decide on access to services	Yes
Process genetic or biometric data	No
Involve data matching, combining or comparing datasets from different sources	No
Involve invisible processing, where personal data is collected from a source other than the data subject without providing privacy information to the data subject	Yes
Track individuals location or behaviour	Yes
Profile children or vulnerable individuals and target services at them	No
Process data that might endanger the individual's physical health or safety in the event of a security breach	No
Have you identified that the processing poses a high risk to the privacy, rights or freedoms of individuals.	No

If you answered No to all the questions above a DPIA is not required. You will need to keep a copy this form for your project records.

If you answered yes a DPIA will be required please complete Section 2.

## Definitions

**Personal Data** is defined as information, which relates to a living individual from which the individual can be identified either directly or indirectly. It will include name, address, and email address. Identification numbers including national insurance number, NHS number, collar number or payroll number and online identifier such as IP address or Cookie identifier, location data.

**Special Category Data** is information about a living identifiable individual's race, ethnic origin, politics, religion, trade union membership, genetics, biometrics, sex life or sexual orientation.

**Profiling** is where an analysis takes place by automated means of an individual's personality, behaviour, interests and habits to make predictions about them. This can include making predictions about their performance at work, economic situation, health, personal preferences, interests, reliability, and behaviour, an individual's risk of offending or becoming a victim, location or movements. You are carrying out profiling if you:

- collect and analyses personal data on a large scale, using algorithms, AI or machine-learning;
- identify associations to build links between different behaviors and attributes;
- create profiles that you apply to individuals; or
- Predict individuals' behavior based on their assigned profiles.

**Large scale processing.** When assessing if your processing activity is large scale the following data may be helpful. WYP has approx. 8,500 Officers and Staff and the OPCC has approximately 35 staff. The population of West Yorkshire is approximately 2.3 million and there is a large transient population. Processing would be considered large scale if it involves over 100 officer/ staff/ colleagues or more than 5000 individuals.

Please forward the completed form to the Information Governance Officer at [dpo@westyorkshire.pcc.pnn.gov.uk](mailto:dpo@westyorkshire.pcc.pnn.gov.uk)