Data Protection Impact Assesment 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	Data Protection Policy Sign Off , This decision relates to a request for Exec approval of a suit of Data Protection Policies intended to ensure that the OPCC is complaint with the GDPR .
OPCC Department	Governance & Business Support
ROPA Reference if Any	
Your Name	Melissa Ashdown-Hoff

Does the proposed project, plan, activity, decision, procurement, operation or commissioning activity involve you or another party processing the Personal Data of a living identifiable individual?	No

If no personal data is being processed a Data Protection Impact Assessment will not be required. However, you will need to keep a copy this form for your project records and forward to DPO@ westyorkshire.pcc.pnn.gov.uk

If you answered yes to the question above please complete the rest of this form.

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 individiuls 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	No
Process genetic or biometric data	No
Involve data matching, combining, comparing or matching personal data form different sources	No
Involve invisible processing, where personal data is collected from a source other than the individual without providing them with a privacy notice, including the repurposing of information collected for one purpose for a new purpose.	No
Track individuals location or behaviour	No
Targeting, the use of the personal data of children or other vulnerable individuals for marketing purposes, profiling or other automated decision-making, or if to offer online services directly to children.	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. and forward to DPO@ westyorkshire.pcc.pnn.gov.uk

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

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Information Governance Officer for advice and assistance.

Definitions

Personal Data is defined at 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 75 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

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