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**Data Protection Impact Assessment (DPIA)
Screening Questionnaire**

This form is used to assess whether conducting a full DPIA is necessary. Return to dpo@setu.ie when completed.

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| **Project Details** |
| **Department/Functional Area** |  |
| **Project Title** |  |
| **Project Lead (name, position)** |  |
| **Person completing this questionnaire****(name, position)** |  |
| **Briefly state the objective of the project** |
| **Describe whose personal data will be processed** |
| **List the personal data to be processed** |
| **List the IT systems to be used and where the data will be stored** |
| **List the third parties with whom the data will be shared and briefly explain their role** |
| **If there are any third-party Data Processors, please list.** *The Data Processor acts on the instructions of the data controller. It will be a separate organisation to the Data Controller* |  |

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| **Question** | **Screening Question**  | **Yes** | **No** |
| 1 | **Reasonable expectations:** Is the proposed data processing inconsistent with an individual’s reasonable expectations? Would the individual be surprised by the proposed data processing? | ☐ | ☐ |
| 2 | **Indirect sourcing of personal data:** Will the project involve indirectly sourcing personal data where individuals weren’t informed about the University’s use of their data? | ☐ | ☐ |
| 3 | **New Purpose:** Are you using existing data for a new purpose that is not directly connected to the purpose the data was originally collected for? | ☐ | ☐ |
| 4 | **Innovative use or applying new technological or organisational solutions**: Does the project involve the use of technology which might be perceived as being privacy intrusive e.g. the use of biometrics or facial recognition? | ☐ | ☐ |
| 5 | **Automated Decision Making:** Does your project involve making decisions about individuals that would have a significant effect on the individuals, where the decisions are made without the involvement of a human being to assess/review the decision? | ☐ | ☐ |
| 6 | **Systematic Monitoring**: Does the processing involve systematic monitoring, tracking or observing an individual’s location or behaviour, including in a publicly accessible area (e.g. CCTV, ANPR)?  | ☐ | ☐ |
| 7 | **Evaluation/Scoring**: Will the project involve the evaluation or scoring of individuals (data subjects) to make generalisations about that person, that could lead to significant decisions being made that could directly affect the individual? This may include profiling and predictingof individuals’ behaviours, activities, attributes including, economic situation, health, personal preference or interests, reliability or behaviour, location or movements. | ☐ | ☐ |
| 8 | **Sensitive Data or data of a highly personal nature**: Will special categories of personal data be processed (i.e. racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic or biometric data, physical or mental health, sexuality or sex life) and/or data relating to criminal convictions or offences? | ☐ | ☐ |
| 9 | **Scope and scale of processing:**Will the project involve processing personal data on a large scale, having regard to:  1. the number of individuals  concerned
2. the volume of personal data and/or the range of different items being processed,
3. the duration, or permanence, of the data processing activity (i.e. over one year).
 | ☐ | ☐ |
| 10 | **Transfer outside EEA**: Will the data be transferred outside the EEA (the EU, Norway, Liechtenstein and Iceland) without an approved transfer mechanism in place (e.g. standard contractual clauses)? | ☐ | ☐ |
| 11 | **Matching or combining datasets**: Does your project involve matching or combining personal data that would not have been available previously in a combined format? | ☐ | ☐ |
| 12 | **Data concerning vulnerable people:** Does your project involve processing personal data relating to individuals who belong to a vulnerable segment of the population, e.g. children, people with an intellectual disability, your employees, your students, asylum seekers or older adults? | ☐ | ☐ |
| 13 | **Data subjects rights**: Will the processing in itself “prevent data subjects from exercising a right or using a service or contract”? | ☐ | ☐ |

If you answer yes to **two or more** of questions 1 – 14 above, you are required to undertake a Data Protection Impact assessment. If you believe that a project answering yes to two of the questions above does not require a DPIA, you must document below your reasons for this assessment and submit to dpo@setu.ie for review.

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| DPIA required?  | Yes/No (include justification if ‘No’) |
| Signed: |   |
| Date: |  |

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| --- | --- |
| DPO Comments |  |
| Signed: |   |
| Date: |  |