**Primary contact for advice and guidance**

Information Governance

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**Screening questions**

These questions are intended to help you decide whether a DPIA is necessary. Answering ‘yes’ to any of these questions is an indication that a DPIA would be a necessary exercise. The term ‘project’ can cover new or modified procedures, services, software, outsourcing, etc.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Question** | **Yes** | **No** |
| 1 | Will the project involve the collection of new information about individuals? | ✓ |  |
| 2 | Will information about individuals be disclosed to organisations or people who have not previously had routine access to the information, or will the data be released in some other way (e.g. made public in some form or another)? | ✓ |  |
| 3 | Will the project compel individuals to provide information about themselves? | ✓ |  |
| 4 | Are you using information about individuals for a purpose it is not currently used for, or in a way it is not currently used? |  | ✓ |
| 5 | Does the project involve you using new technology that might be perceived as being privacy intrusive? For example, the use of biometrics or facial recognition. |  | ✓ |
| 6 | Will the project result in you making decisions or taking action against individuals in ways that can have a significant impact on them? |  | ✓ |
| 7 | Is the information about individuals of a kind particularly likely to raise privacy concerns or expectations? For example, health records, criminal records or other information that people would consider to be private. |  | ✓ |
| 8 | Will the project require you to contact individuals in ways that they may find intrusive? | ✓ |  |
| 9 | Will the project use or develop IT which is not managed by the University or, specifically, is not provided by Information Services? | ✓ |  |