

## **Data Privacy Impact Assessments**

### **What is a Data Privacy Impact Assessment?**

It is a process to help us identify and minimise the privacy risks of new projects, policies or changes to existing services. It involves working with people within the Trust, our partners and the people affected by a project to identify and reduce privacy risks.

### **When do we conduct a DPIA?**

A DPIA should be conducted as soon as possible towards the start of project or proposed change involving personal data as this will ensure identification of issues early on, when resolving them will usually be simpler and less costly than towards the end of the project/change implementation. The DPIA must:

- Describe the processing and your purposes;
- Assess necessity and proportionality;
- Identify and assess risks to individuals; and
- Identify any measures to mitigate those risks and protect the data.

### **When should we notify the Information Commissioner's Office (ICO)?**

To assess the level of risk, the likelihood and the severity of any impact on individuals must be considered. High risk could result from either a high probability of some harm, or a lower possibility of serious harm.

The Data Protection Officer (DPO), where appropriate, will be consulted where a risk is identified. If we identify a high risk and you cannot mitigate that risk, we will consult the ICO before starting the processing. The ICO will give written advice within eight weeks, or 14 weeks in complex cases. In appropriate cases they may issue a formal warning not to process the data, or ban the processing altogether.

### **When should we publish a DPIA?**

DPIAs can reassure individuals that we are protecting their interests and have reduced any negative impact on them as much as we can. In some cases the consultation process for a DPIA gives them a chance to have some say in the way their information is used. Conducting and publishing a DPIA can also improve transparency and make it easier for individuals to understand how and why we are using their information.

### **How can I request more information?**

For more information about Data Privacy Impact Assessments, please feel free to contact our Information Governance Team on:

[information.governance@sussexpartnership.nhs.uk](mailto:information.governance@sussexpartnership.nhs.uk)