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# *Data Protection Impact Assessment (DPIA)*

***Short form for temporary usage on projects to maintain running of essential services during the COVID-19 outbreak***

This is a simplified Data Protection Impact Assessment (DPIA) that has been developed for use with urgent Data Protection / IT deployments during the COVID-19 Coronavirus outbreak, so as to not delay the development / deployment of essential services during the pandemic. It has been designed to ensure rudimentary due diligence in line with current Data Protection legislation and Trust Privacy Notices, so as to capture and manage any immediate Data Protection concerns. It does not cover all elements required of a standard DPIA that would be used within a Business As Usual scenario. Consequently, **once the immediate pandemic situation has subsided, the Team implementing the project/process to which this DPIA relates, will be required to complete a full retrospective DPIA if the requirement persists**. The National COPI Notice does include specific instructions for the management of any data collected under the Notice.

**Step 1: Project Administration**

**Doncaster & Bassetlaw Teaching Hospitals NHS Foundation Trust**

**Project Title:**

**Senior Responsible Officer for the Project:**

**Name:** **Job Title:**

**Email:** **Extension/Mobile Number:**

**Step 2: Project Details**

2.1 What are the full details and rationale of the project; what is the purpose of the data processing?

2.2 What is the name of the system or process / application to be used?

2.3 Is the system or process / application being used in any similar organisation to this, and if so, which? (See also Q3.5.)

**Step 3: Risk Assessment and Mitigation**

3.1 Are there any risks to the **Confidentiality** of personal data? *Confidentiality is defined as unauthorised disclosure of, or access to, personal data.*

3.2 Are there any risks to the **Integrity** of personal data? *Integrity is defined as unauthorised or accidental alteration of personal data.*

3.3 Are there any risks to the **Availability** of personal data? *Availability is defined as unauthorised or accidental loss of access to, or destruction of personal data.*

3.4 Are there any known or immediate technical / IT / Information Security / Cyber Security concerns?

3.5 If the answer is “Yes” to 3.1, 3.2, 3.3 or 3.4 how are these to be Reduced or Mitigated?

3.6 Once the mitigations in 3.5 are implemented, how would you score any remaining risk in the following Risk Assessment? If you consider that there are no remaining risks give a value of 1 for both Likelihood and Severity.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Likelihood** *(please tick)* | **x** | **Severity** *(please tick)* | **=** | **1** |
| **1** | X | Rare | **1** | X | Negligible |
| **2** |  | Unlikely | **2** |  | Minor |
| **3** |  | Possible | **3** |  | Moderate |
| **4** |  | Likely | **4** |  | Major |
| **5** |  | Almost certain | **5** |  | Catastrophic |

**Step 4: Project Sign-Off**

Sign-off can be given by a Senior Manager for any DPIAs scoring up to 6 in Q3.6 above, a copy of which must be emailed to the IG Team via dbth.dpo@nhs.net for acknowledgement.

For those scoring above a risk rating of 6, it must be from the Trusts’ Senior Information Risk Owner (Ken Anderson), the Data Protection Officer (Roy Underwood), the Chief Clinical Information Officer (Dr Mike Whiteside), or the Medical Director or a Deputy (depending on availability during the outbreak), demonstrating that risks have been acknowledged and accepted for the duration of the pandemic, and that will be added to the Trust’s DatixWeb Risk Register as appropriate.

**Name:** **Job Title:**

**Email:** **Extension/Mobile Number:**

**Date noted at Information Governance Committee:**

For any help with the completion of this form please email dbth.dpo@nhs.net