



DPIA01 FORM: DATA PROTECTION AND PRIVACY IMPACT SCREENING

The following screening questions will help our team decide whether a full data protection and privacy assessment is necessary. Your answers will provide an indication whether a full assessment must be undertaken.

<p>Q1 The details of responsible lead to the project</p>	<p>Name [REDACTED]</p> <p>Title Project Officer</p> <p>Department Performance and Improvement</p> <p>Telephone [REDACTED]</p> <p>E-mail [REDACTED]</p>
<p>Q2 The details of the Information Asset Owner <i>Devices will be used by all staff members so one IAO is not possible to identify.</i></p>	<p>Name Ricoh → Supplier</p> <p>Title</p> <p>Department</p> <p>Telephone</p> <p>E-mail</p>
<p>Q3 The name of the project</p>	<p>Ricoh New supplier of photocopiers</p>
<p>Q4 Reference to project or scheme reference number</p>	
<p>Q5 Estimated completion date of project:</p>	<p>Completed</p>
<p>Q6 Describe the project background, why has the project been initiated?</p>	<p>Replacement of previous leases of MFDS Contract</p>
<p>Q7 Describe in a few sentences the benefits, quality expectations and intended outcomes:</p>	<p>More up to date technology cost savings Requirements to renewal leases</p>
<p>Q8 Describe the constraints to the project:</p>	<p>Limited time for deployment</p>

Q9 Does the project include any of the following activities;

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Retrieval, obtaining, recording or holding information or data

Alignment, matching, combining, organisation, adaptation or alteration of information or data

Consultation or use of information or data

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Blocking, erasure or destruction of information or data

Disclosure or sharing of information or data

Q9 not applicable

Q10 Do the project activities include any of the following data sets;

Personal identifiable details (e.g. name, address, e-mail address, postcode, date of birth)

Identifier numbers (e.g. NHS, national insurance, passport, driving license numbers)

Genetic data (e.g. DNA, an individual's gene sequence)

Biometric data (e.g. fingerprints, facial recognition, retinal scans)

Family, lifestyle and social circumstances (e.g. marital status, housing, travel, leisure activities, membership of charities)

Vulnerable individuals (e.g. refer to safeguarding policies)

Education and training details (e.g. qualifications or certifications, training records)

Employment details (e.g. career history, recruitment and termination details, attendance details, appraisals)

Financial details (e.g. banking, income, salary, assets, investments, payments)

Goods or services (e.g. contracts, licenses, agreements)

Legal details (e.g. legal documents or agreements, court papers)

Cultural identity including racial or ethnic origin

Political opinions, religious or philosophical beliefs

Health data (e.g. treatment, diagnosis, medical information including a physical or mental health or condition)

Location data (e.g. GPS location, Wi-Fi tracking, vehicle tracking)

Technology identifiers (e.g. device names, applications, tools, protocols, such as IP addresses, cookie identifiers, radio frequency identification tags)

Criminal proceedings (e.g. convictions, outcomes, sentences including offences or alleged offences)

Sexual life (e.g. sexual health, sex life or sexual orientation)

Q10 not applicable

Q11 Does the project include any of the following activities;

Evaluation or scoring, including profiling (e.g. credit scoring, fraud protection, questionnaire's that generate a profile to an individual)

Automated decision-making (where a decision is taken without human intervention e.g. automated system, algorithms)

Direct marketing (e.g. newsletters, postcards, telemarketing, e-mail subscriptions)

Systematic monitoring of individuals (e.g. CCTV, body camera's, health data through wearable devices)

Storing or transferring data outside the EU (e.g. cloud computing, accessing data outside the EU, use of an American transcribe company)

Processing data on a larger scale (more than 11 individuals)

Characteristic's which may affect an individual's legal rights or responsibilities ultimately preventing the exercise their rights or contract

Implementation of a new technology, system or business process or collection of new information

✓ **Change** to existing technology, system or business process will significantly amend the way in which data or business is handled or used

Use of a supplier

Q11 not applicable

END OF DPIA01

DECLARATION

This DPIA01 form and declaration must be completed and returned by email, regardless whether a full data protection and privacy assessment was deemed to be necessary to -

[Redacted]

[Redacted]

[Redacted]

[Redacted]

Upon the successful receipt the responsible lead to the project will receive a confirmation e-mail; please note that the evaluation lead time for screening is five business working days.

Responsible project lead	[Redacted]
Project name	New Deployment of photocopiers
Project or scheme reference number	[Redacted]
Estimated project completion date	completed

None of the screening questions within this document apply to the above project; therefore I feel that it is not necessary to conduct a full Data Protection and Privacy Impact Assessment.

Some of the screening questions within this document apply to the above project; therefore, it is likely that a full Data Protection and Privacy Impact Assessment must be undertaken. I understand that at this stage the Data Protection Officer must be involved and the outcomes must be integrated into the project plan before the project is developed and implemented.

Signed: [Redacted]

Dated: 3.7.18