

Small Scale Privacy Impact Assessment Template

Recognition Agreement

This checklist aims to help departments proposing change to establish whether the personal information aspects comply with the Principles in Schedule 1 of the Data Protection Act (DPA) prior to full deployment or amendment to a project, procedure, policy or process involving the processing of personal data.

All employees are encouraged to seek guidance from the Information Governance Department on extension 2119 and 2816.

METHODOLOGY OF ASSESSMENT
Preparation:
Provide a summary of how you are going to assess this privacy impact.
Consider whether the collective agreement will directly or indirectly affect the privacy of any individuals. Review of current process and what happens at the moment. DPA impact. Impact on any other Information Governance Policies.
PRIVACY IMPACT ASSESSMENT
Consultation with Stakeholder:
This should document the Privacy Impact in detail and reference concerns raised by the stakeholders in the Project Summary.
The Trust's recognition agreement has no privacy impact.
Risk Analysis of Identified Privacy Impact:
Provide a Risk Assessment of the Identified Privacy Impact.
N/A.
Proposed Solution:
Description of the measures proposed to counter (or justify) the Privacy Impact.
N/A
REVIEW AND AUDIT PHASE
Implementation:
Provide details that demonstrate that the Proposed Solution was actually implemented, or refer to evidence that approved the privacy impact risk.
The Policy will be reviewed in line with the review date. Ad-hoc reviews will also be carried out as

and when necessary.

A new Privacy Impact Assessment will also be completed at this time.

PIA Completed by:

Name:	Lucy Coombes	Details:	Recognition Agreement
Job Title:	HR Advisor		
Directorate:	Human Resources		
Department:	HR		
Email:		Date:	14 December 2016

Reviewed by:

Name:		Date Received:	
Job Title:		Date Approved:	
Directorate:		Date Declined:	
Department:			
Email:			

Comments/Concerns: