Adult Social Care and Health (ASCH) Directorate

Business Delivery Unit: Information Governance

Data Protection Impact Assessment (DPIA) Internal Approval Procedure

Document details

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Version control (record of summary changes to document)

Date	Changed by	Page/ paragrap	Summary of change
March 2021	Lauren Liddell-Young	Whole document	First published Data Protection Impact Assessment (DPIA) internal approval process
March 2023	Lauren Liddell-Young	Whole document	Updated internal approval procedure for DPIAs

Contents

Introduction

A DPIA is a process that assesses the impact of data processing activities on the protection of personal data. It also identifies as being the most effective way of complying with data protection obligations. DPIAs were introduced following the implementation of GDPR and Data Protection Act in 2018.

Scope

This document is the procedure for ASCH DPIAs to be internally approved. Internal approval refers to the ASCH Information Governance Lead reviewing and providing feedback on a DPIA (prior to the DPIA being submitted to DPO Support for advice and recommendations).

Process

The DPIA process is listed below. Key notes to consider are:

- All KCC DPIAs need to be recorded and submitted to approvers on the DPIA App. All questions need to be completed prior to submitting the DPIA for approval.
  - There is no time limit to submit a DPIA on the DPIA App. Progress can be saved and the DPIA returned to when more information can be included.
- A DPIA is a live document and should be frequently reviewed and updated where necessary. Any updates made should be re-submitted on the DPIA App for approval.
- Please ensure that any consultations e.g., ICT Compliance and Risk Team, Procurement, Caldicott Guardian etc. are completed or are in progress before submitting a DPIA for approval.
- Processing can commence when the Information Asset Owner has approved the DPIA and accepted any residual risk(s).

Diagram 1 – DPIA Process for ASCH DPIAs requiring approval.
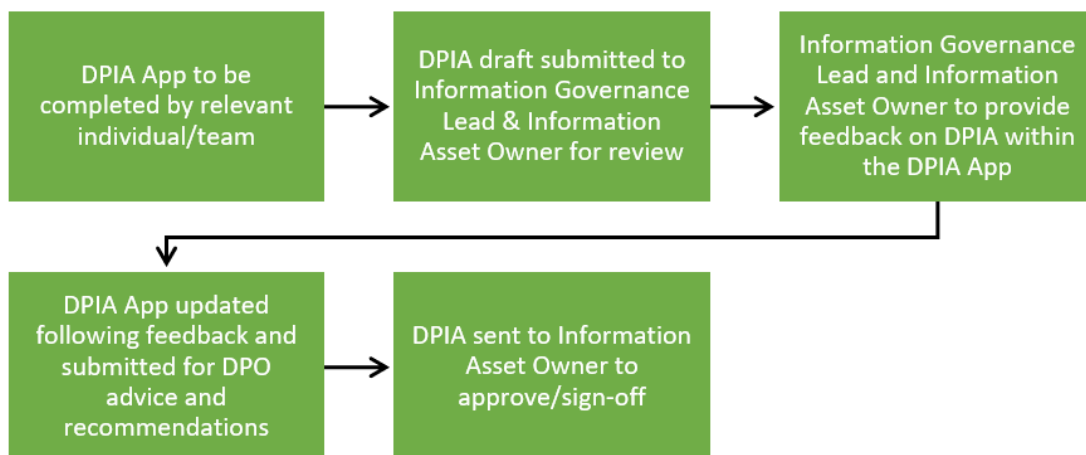
Review Period

This document will be reviewed on a yearly basis (March). Changes or updates will be reflected within the version control and circulated thereafter as soon as possible. However, updates to the FAQs will be changed throughout the year. Please ensure you use the most up-to-date copy of this document.

Please email lauren.liddell-young@kent.gov.uk regarding any updates or changes for this document.

Useful links

Guidance on DPIAs can be found at:

- https://kentcountycouncil.sharepoint.com/sites/KNet/Pages/dpa-and-gdpr.aspx - Knet page which hosts the DPIA Policy & Guidance document
- https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/data-protection-impact-assessments-dpias/how-do-we-do-a-dpia/ - ICO's step-by-step guide of a DPIA
- https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/data-protection-impact-assessments-dpias/ - ICO's FAQ's on DPIAs