

Sample DPIA template

This template is an example of how you can record your DPIA process and outcome. It follows the process set out in our DPIA guidance, and should be read alongside that guidance and the [Criteria for an acceptable DPIA](#) set out in European guidelines on DPIAs.

You should start to fill out the template at the start of any major project involving the use of personal data, or if you are making a significant change to an existing process. The final outcomes should be integrated back into your project plan.

Submitting controller details	
Name of controller	BRENT KNOLL PARISH COUNCIL
Subject/title of DPO	CLERK TO THE COUNCIL.
Name of controller contact /DPO (delete as appropriate)	MR. O. COLLWICK

Step 1: Identify the need for a DPIA

Explain broadly what project aims to achieve and what type of processing it involves. You may find it helpful to refer or link to other documents, such as a project proposal. Summarise why you identified the need for a DPIA.

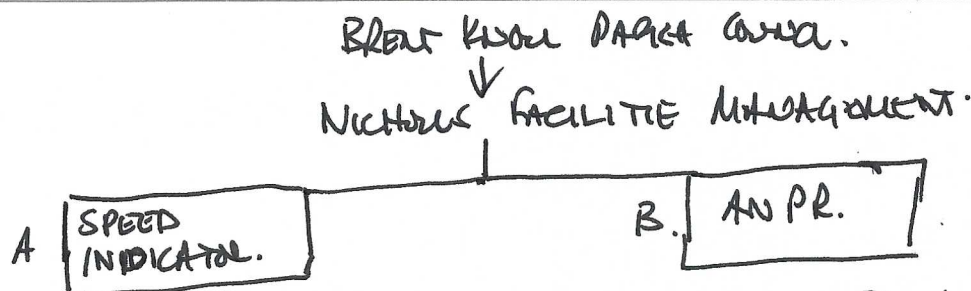
This document refers to the Self Assessment Tool and the overall protocol as referenced by Brent Valley Parish Council.

The aim of the project is to use an ANPR device in conjunction with existing speed indicator devices.

The ANPR will record the make of a vehicle and its associated registration number. ~~It is proposed that only vehicles~~ The data collected will be made available to the Police Authority who will determine any further action. ~~Next step is~~ It is proposed that the data will be used for driver education purposes only. This document refers to how our data will be handled and processed.

Step 2: Describe the processing

Describe the nature of the processing: how will you collect, use, store and delete data? What is the source of the data? Will you be sharing data with anyone? You might find it useful to refer to a flow diagram or other way of describing data flows. What types of processing identified as likely high risk are



- A. DATA COLLECTED ELECTRONICALLY. CONTAINS NO OF JOURNALS AND SPEED ENTER EXITING AREA. (NO PERSONAL DATA ONLY GRAPHIC)
- B. ANPR DATA. ELECTRONICALLY DOWNLOADED. CONTAINS TYPE OF VEHICLE. NUMBER PLATE RECOGNITION ONLY. DATA WILL BE PASSED TO POLICE AUTHORITY FOR FURTHER ACTION IF NECESSARY.

Describe the scope of the processing: what is the nature of the data, and does it include special category or criminal offence data? How much data will you be collecting and using? How often? How long will you keep it? How many individuals are affected? What geographical area does it cover?

THE ANPR WILL COLLECT DATE, TIME, VEHICLE REGISTRATION NO. AND VEHICLE TYPE IF THE VEHICLE EXCEEDS PRESCRIBED TRAFFIC SPEEDS.

THERE ARE NO SPECIAL CATEGORIES OF CRIMINAL DATA RETAINED OR HELD BY BKPC OR NFM.

THE DATA WILL BE COLLECTED EVERY TWO WEEKS AND WILL BE HELD FOR A PERIOD NO EXCEEDING 12 MONTHS.

THE AREA WHERE DATA WILL BE COLLECTED IN ORDER AND THE VEHICLE KNOWN TO BRENT KNOLL AND SPECIFICALLY BURTON RD. HALL LANE. STATION ROAD. AND BRENT ST.

Describe the context of the processing: what is the nature of your relationship with the individuals? How much control will they have? Would they expect you to use their data in this way? Do they include children or other vulnerable groups? Are there prior concerns over this type of processing or security flaws? Is it novel in any way? What is the current state of technology in this area? Are there any current issues of public concern that you should factor in? Are you signed up to any approved code of conduct or certification scheme

The data processing activity is brought from a Network Facilities Management team. They have no relationship with the drivers or vehicles that are subject to ANPR control. The notice of the use of ANPR will be made available on the present known website as to its use or purpose. Children or vulnerable adults will not be included in this electronic data. All data collected is regarding vehicle type, date time and registration number will be held securely by the DfC and NFM under separate obligations and the network policy of speed management.

Describe the purposes of the processing: what do you want to achieve? What is the intended effect on individuals? What are the benefits of the processing – for you, and more broadly?

1. DRIVER AWARENESS OF SPEED RESTRICTIONS.
2. TO EDUCATE DRIVERS IN TERMS OF SPEED AWARENESS IN RESIDENTIAL AREAS.
3. REDUCE LIKELIHOOD A ACCIDENT
4. CREATE A SAFE ENVIRONMENT.

Step 3: Consultation process

Consider how to consult with relevant stakeholders: describe when and how you will seek individuals' views – or justify why it's not appropriate to do so. Who else do you need to involve within your organisation? Do you need to ask your processors to assist? Do you plan to consult information security experts, or any other experts?

Consultation will be with the members of the Parish Council and the residents via the village website. The IC considers that the nature of information or data collected is not necessary to take any further action. There is no necessity to consult with security experts.

Step 4: Assess necessity and proportionality

Describe compliance and proportionality measures, in particular: what is your lawful basis for processing? Does the processing actually achieve your purpose? Is there another way to achieve the same outcome? How will you prevent function creep? How will you ensure data quality and data minimisation? What information will you give individuals? How will you help to support their rights? What measures do you take to ensure processors comply? How do you safeguard any international transfers?

The lawful process for collecting data as vehicles that exceed the speed limits will enable drivers to be made aware and educate them in the requirement to adhere to recognised speed limits. If individuals require further information then a right of enquiry can be made to the Data Processor of data or the Police Authority with whom the data is shared.

Step 5: Identify and assess risks

Describe source of risk and nature of potential impact on individuals. Include associated compliance and corporate risks as necessary.	Likelihood of harm	Severity of harm	Overall risk
BKPC believe that there will be no potential impact on individuals The potential impact on individuals of data BKPC believe that there will be no potential impact on individuals.	Remote, possible or probable	Minimal, significant or severe	Low, medium or high

Step 6: Identify measures to reduce risk

Identify additional measures you could take to reduce or eliminate risks identified as medium or high risk in step 5

Risk	Options to reduce or eliminate risk	Effect on risk	Residual risk	Measure approved
	N/A	Eliminated reduced accepted	Low medium high	Yes/no

Step 7: Sign off and record outcomes

Item	Name/position/date	Notes
Measures approved by:	BKPC.	Integrate actions back into project plan, with date and responsibility for completion
Residual risks approved by:	BKPC.	If accepting any residual high risk, consult the ICO before going ahead
DPO advice provided:	BKPC CLERK.	DPO should advise on compliance, step 6 measures and whether processing can proceed
Summary of DPO advice: RETURN REPLY TO THE BKPC ON DATA / PROCESSES		
DPO advice accepted or overruled by:	BKPC.	If overruled, you must explain your reasons
Comments: RETURN REPLY TO THE DPO of Data / PROCESSES		
Consultation responses reviewed by:	BKPC.	If your decision departs from individuals' views, you must explain your reasons
Comments: RETURN REPLY OF DATA / PROCESSES.		
This DPIA will kept under review by:	BKPC.	The DPO should also review ongoing compliance with DPIA