



Data Protection Impact Assessment (DPIA) – Screening Questions

Overview

A Data Protection Impact Assessment (DPIA) is essential to ensure that new systems and processes are compliant with Data Protection Legislation (GDPR and the Data Protection Act 2018). A DPIA is mandatory when introducing new technology or where the processing operation is “likely to result in a high risk to the rights and freedoms of natural persons”. The risk is considered high when processing personal information about a living person. Failure to carry out a DPIA, or failure to carry one out correctly when the risk is high, may result in a large fine.

What is Personal Data?

“personal data’ shall mean any information relating to an identified or identifiable natural person (‘data subject’); an identifiable person is one who can be identified, directly or indirectly, in particular by reference to an identification number or to one or more factors specific to his physical, physiological, mental, economic, cultural or social identity.”

It may be that a single piece of information can identify an individual, or it may be that it requires a combination of information to identify them. The following information would be considered personal data:

- Name
- Address
- Date of birth
- Email address (personal and work)
- NI number
- Bank details

Personal data also extends to items such as a photo, posts on social media or an IP address.

What is Special Category Data?

“personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, and data concerning health or sex life.”

The following information would be considered special category data:

- Racial or ethnic origin
- Political opinions
- Religious or philosophical beliefs
- Trade union membership
- Genetic data
- Biometric data*
- Data concerning health
- Data concerning a person’s sex life
- Data concerning a person’s sexual orientation

**Biometric Data: physical or physiological identification techniques – e.g. fingerprint verification, facial/voice recognition, keystroke/handwriting analysis, gait and gaze analysis.*

In order to determine whether a DPIA is necessary, insert the required information into the table below and complete the checklist.

If the answer is **YES** to any of the screening questions in the checklist then a DPIA must be carried out.

Data Protection Impact Assessment (DPIA) – Screening Questions

Project/Process Title	Development of Community Transfer Policy
Directorate / Service Area	Resources
Overview of Project/Process	<p>The Council is developing a new Community Transfer (CT) Policy to bring together and formalise approach to both community asset transfers (CAT) and community service transfers (CST).</p> <p>This unified policy will provide a consistent and transparent framework for assessing, approving, and managing transfers to community groups, parish councils, and other local not-for-profit organisations.</p> <p>The new policy replaces the interim processes currently in use, which were based on legacy North Yorkshire County Council (NYCC) documentation and procedures as the continuing authority at the point of local government reorganisation. By consolidating and updating these arrangements, the Council aims to ensure a coherent, county-wide approach that reflects the needs of the Council, provides clarity for applicants, and supports effective decision-making.</p> <p>This DPIA screening covers policy development formal governance, as it requires an Exec decision - as above and noted in the policy each separate CT application will have its own DPIA.</p> <ul style="list-style-type: none"> • No CCTV systems should be transferred with the CT process. • Information collected in the asset templates will include organisation details - lead person, organisation name, address, contact details, job role plus Councillor information as supporters. • Each CT (asset or service) will complete a separate DPIA screening / assessment to cover personal information supplied by an organisation to NYC and the flow of information within NYC and what will they do with the information. • Each application, if recommended for business case, will have its own DPIA screening/assessment (this is noted in the policy document). • Information transferred by: Zivver Secure email or NY Drive (secure file share). • Estimated activity - 16/year (based on previous year). • Confidential/sensitive information is accompanied by statement: "The information supplied, is provided in good faith for the purpose of assisting [organisation] with the preparation of their proposal, and as such, the information provided should be treated in confidence and not shared more widely."

Screening Questions	Yes	No	Justification for Answer
<p>Will your project/app/system involve processing of information about individuals which includes special category or criminal conviction data? Please note this does include ‘anonymous’ data within these categories if unique identifiers such as initials or reference numbers are also processed.</p> <p><i>If you are processing any of the below types of personal data your answer should be YES:</i></p> <ul style="list-style-type: none"> • <i>Racial or ethnic origin</i> • <i>Political opinions</i> • <i>Religious or philosophical beliefs</i> • <i>Trade union membership</i> • <i>Genetic data</i> • <i>Biometric data</i> • <i>Data concerning health</i> • <i>Data concerning a person’s sex life</i> • <i>Data concerning a person’s sexual orientation</i> • <i>Criminal conviction data</i> 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<p>Will you be collecting new personal information about individuals, or information which, if breached could have a significant impact on an individual?</p> <p><i>Examples where the answer would be YES:</i></p> <ul style="list-style-type: none"> • <i>This a new system/process processing personal data that has not been previously collected</i> • <i>This is an existing system/process processing personal data but additional data must be collected due to a change in scope of the system/process</i> • <i>Data which has routinely been collected is being collected in a new way, this data is very sensitive and would cause distress to the data subject if it was breached</i> 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Applicants are groups not individuals, no personal information about individuals is requested or stored.
<p>Will information about individuals be disclosed or shared with organisations or people who have not previously had routine access to the information?</p> <p><i>Example of where the answer would be YES:</i></p> <ul style="list-style-type: none"> • <i>There is a requirement to share information with an external 3rd party who has not previously had access to the data. This would also result in the need for a Data Sharing Agreement (DSA).</i> 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	As noted in the policy, if an EOI is successful information will be published on the NYC website - this will just be the name of the group, the same of the site where there has been a successful EOI, and an invitation for any other interested groups

			to come forward with their own EOI (with a timescale)
<p>Are you going to use information you already hold about individuals for a purpose it is not currently used for?</p> <p><i>Example of where the answer would be YES: Matching information from different systems/data sources, where purpose/lawful basis of original data collection may differ</i></p> <p><i>Details of the Information Asset in question will be contained within NYC's Information Asset Register (IAR) and the purpose for processing, along with the legal basis for processing will be recorded. The way information will be used in this new system/process must match the existing purpose/legal basis, otherwise a DPIA is required</i></p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<p>Does the project involve using technology which might be perceived as privacy intrusive or monitoring any publicly accessible areas? For example, CCTV, facial recognition, use of biometrics* such as thumb prints, Vehicle number plate recognition or location tracking.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<p>Does any phase of project/system/ app use automated decision making based on information provided by the individual or received from a 3rd party? Automated individual decision-making is a decision made by automated means without any human involvement (e.g. online credit checks).</p> <p><i>Example of where the answer would be YES:</i></p> <ul style="list-style-type: none"> <i>A new piece of software is being implemented which checks an applicant's geographical location, age and household income and automatically offers a free service to eligible applicants when certain conditions are met</i> 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<p>Will the project include marketing or contacting individuals which may be considered intrusive? By phone, by email or by post, where they have not been informed/are not expecting that this contact will take place.</p> <p><i>Example of where the answer would be YES:</i></p> <ul style="list-style-type: none"> <i>I have access to a list of email addresses which were collected for the purpose of setting people up as users of their local library. I'd like to send them a notice about a new transport services available that operate near the library.</i> 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

<p>Will the project include data matching from different sources or profiling? <i>Combining, comparing or matching personal data obtained from multiple sources.</i></p> <p><i>Example of where the answer would be YES:</i></p> <ul style="list-style-type: none"> • <i>Matching data from two/three different children's systems to understand which children may be eligible to join a new learning programme.</i> 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<p>Will you be conducting large scale processing, this includes numbers, duration and geographical spread?</p> <p><i>Example of where the answer would be YES:</i></p> <ul style="list-style-type: none"> • <i>Processing data related to all/most children who reside in North Yorkshire</i> • <i>Tracking all/most individuals using public transport systems in North Yorkshire</i> 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

If you have answered **YES** to any of the questions above then a full DPIA must be carried out. If you have answered **NO** to **ALL** of the above screening questions then a DPIA is not necessary. Please complete the declaration below and email a copy to the Data Governance Team, email: datagovernance@northyorks.gov.uk.

Date of Assessment	27/04/2026
Project Sponsor Name	Kerry Metcalfe (Assistant Director Property, Procurement & Commercial)
Project Sponsor Signature	K Metcalfe

Reviewed and confirmed by Data Governance on 17/02/2025

Note: If the scope of work changes in any way then the pre-assessment MUST be repeated.