DPIA Process – Guide for DCU Staff

Data Protection Unit (DPU)

June 2020

Data Protection Impact Assessment (DPIA)

This guide summarizes the University's DPIA process and should be used as an initial reference when considering whether a project or research proposal requires a DPIA. The primary purpose of a DPIA is to identify whether what is being proposed will give rise to any 'High Risks' from a data privacy perspective, to document those risks and to mitigate them where possible.

Personal Data

Does the project or research proposal involve the collection, creation or processing of personal data?

Personal data is information relating a living individual where that person is identified or could be identified, either from the data itself or when combined with other data.

Where the answer to the above question is 'Yes' then, in the majority of cases, Step # 1 below must be completed in advance of the collection, creation or processing of the data.

Step # 1 – Screening Questionnaire

The first step is to complete a DPIA Screening Questionnaire and return it, in a Microsoft Word format, to the Data Protection Unit (DPU) for assessment. The DPU will then inform you as to whether a formal DPIA is required.

Step 2 – Complete a DPIA

Where a DPIA is deemed necessary, the Project Lead (or Principal Investigator if it is a research proposal), will ensure the DPIA is completed and returned to the DPU for assessment, feedback and recommendations.

Note: there are two DPIA templates in use in DCU. One is for what might be termed typical project or research proposals and the other is specifically for Health Research. The DPU will advise which DPIA template is to be used.

Incorporate Recommendations

The intention is that DPU recommendations are to be incorporated into the project or research. If it is not possible to do so the DPU must be informed.

DPU Contact Details

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Resources & Assistance Available

Data Protection Unit Webpage

Online Training on Data Protection

(Log into Loop and select the '2020 Data Protection Staff' training course)

List of 'GDPR Data Advocates' across the DCU Community