

DPIA Screening Questions

Please complete these screening questions before starting a new DPIA.

A Data Protection Impact Assessment (DPIA) is a process designed to help you systematically analyse, identify and minimise the data protection risks of your project or activity.

Where a DPIA is required, please first check with your Team that one has not already been completed for your project or activity.

See intranet.defra.gov.uk/forms/data-protection-impact-assessment for further guidance.

Project Information

1. If you have already had contact with someone from the Defra Data Protection Team, can you tell us their name. If not, put 'n/a'. *

n/a

2. Title of your project or activity *

Purchase of microscope equipment

3. Please provide a brief description of your project or activity, focussing on the use of personal data *

Provision of goods for scientific analysis, only personal details contained on the request to quote form and order form will be collected

4. Will the processing of personal data be required by legislation that has yet to be made? *

☐ Yes

☒ No

5. Your email address *

Please ensure the email address is correct

rebecca.tinsley@environment-agency.gov.uk

6. Your Organisation *

☒ core Defra

☐ Animal & Plant Health Agency

7. Your Team or Function *

☐ COO – Defra group Commercial (DgC)

☐ COO – DDTS

☐ COO – Defra group Finance (DgF)

☐ COO – Defra group Human Resources (DgHR)

☐ COO – Property (DgP)

☐ COO – Group Corporate Services (GCS)

☒ ENV – Environment Strategy/Quality

☐ ENV – Floods & Water

☐ ENV – International Biodiversity and Climate

☐ ENV – Marine and Fisheries

☐ ENV – Natural Environment, Trees and Landscapes

☐ FBT – Agri-food chain

- ☐ FBT – Animal and Plant Health and Welfare
- ☐ FBT – Biosecurity, Borders and Trade
- ☐ FBT – EU and International Trade
- ☐ FBT – Future Farming & Countryside
- ☐ Science & Analysis
- ☐ STR – Group Communication
- ☐ STR – Legal, Portfolio, Transformation
- ☐ STR – Strategy

Pre-Screening

What is personal data?

Personal data only includes information relating to individuals who:

- can be identified or who are identifiable, directly from the information in question; or
- who can be indirectly identified from that information in combination with other information.

Sometimes, it can be clear when information is personal data, eg a person's name on its own or when combined with other data, such as their date of birth, salary or other personal information about them. Other times, it's not so clear.

The following is a list of items of information that are personal data. Please note that this list is not exhaustive – the items

are given as examples to help to guide you on what can be considered personal data:

- Telephone number;
- Home address;
- Postcode;
- Email address - personal and work;
- Car registration plate;
- CVs and job application;
- Job title;
- CCTV/video footage, photograph and voice recording;
- Opinions and views, both belonging to someone and about someone;
- IP address;
- Staff number;
- Financial data, including earning;
- HR data, such as attendance record, performance rating or fit note;
- Names of parent(s) or sibling(s), with the relationship specified; and
- A geographical identifier, specifically a map co-ordinate that in combination identifies a sole trader, unincorporated partnership, or other living person eg OS map references.

Any combination of the above or other information that may identify an individual or relate to an identifiable individual.

8. Does your project, activity, system, plan, initiative or process involve the **use of personal data** as described above? *

☒ Yes

☐ No

User Research

User research is the study of the users of a service to understand their experience, needs and pain points. It helps make informed decisions about how to design that service. It differs from social, market and scientific research. In Defra, it is mainly used for digital services to help meet the requirements of the [GOV.UK](https://www.gov.uk/service-standard) Service Standard.

9. Are you conducting User Research?

☐ Yes

☒ No

Screening Questions

10. Will the project involve processing special category personal data or criminal convictions data? *

Special category data is personal data that needs more protection because it is sensitive.

Special category data is defined as:

- personal data revealing **racial or ethnic origin**;
- personal data revealing **political opinions**;
- personal data revealing **religious or philosophical beliefs**;
- personal data revealing **trade union membership**;
- **genetic data**;
- **biometric data** (where used for identification purposes);
- data concerning **health**;
- data concerning a person's **sex life**; and
- data concerning a person's **sexual orientation**.

ICO Guidance on special category personal data

<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/special-category-data/>

☐ Yes

☒ No

11. Will you be introducing a **new, intrusive, novel technological solution or a digital service** that will process personal data? *

Innovative technology concerns new developments in technological knowledge in the world at large, rather than technology that is new to you. This is because using such technology can involve novel forms of data collection and use, possibly with a high risk to individuals' rights and freedoms. Examples of processing using innovative technology include:

- digital service on [.GOV.UK](https://www.gov.uk) or another web platform
- third party system we are using that collects customer data
- artificial intelligence;
- profiling;
- machine learning;
- automation; and
- smart technologies (including wearables).

☐ Yes

☒ No

12. Are you making changes to a **business-critical system** that processes personal data? *

This could be a:

- HR, Finance or IT system
- system that is key to the functioning of Defra

☐ Yes

☒ No

13. Will you be sharing/storing/processing personal data **outside of the UK or the European Economic Area (EEA)**? *

Includes using a service or company that stores the personal data outside of the UK.

If unsure, click yes.

☐ Yes

☒ No

14. Will you be processing the personal data of individuals who could be deemed **vulnerable** or **under 18**? *

Individuals can be vulnerable where circumstances may restrict their ability to freely consent or object to the processing of their personal data, or to understand its implications.

☐ Yes

☒ No

15. Is the data gathered about individuals likely to **raise privacy concerns**, for example, health records, criminal records or other information that people would consider to be particularly private? *

☐ Yes

☒ No

16. Will this activity **prevent** an individual from **exercising a right or using a service or contract**? *

This includes decisions about an individual's access to a product, service, contract, opportunity or benefit.

☐ Yes

☒ No

17. Will the project use data about individuals for a **purpose other than for what it was originally collected for**? *

☐ Yes

☒ No

18. Have you or will you source the personal data any from **any source other than the individual?**

*

Examples include:

- personal data on land ownership from the HM Land Registry;
- registered keeper personal data from the DVLA;
- personal data scrapping from the Intranet; and
- personal data from a source and that source has not informed the individuals that their personal data is being shared with Defra.

☐ Yes

☒ No

Screened Out

Thank you for going through the Data Protection Impact Assessment (DPIA) screening questions.

From the responses you have provided, you do not need to complete a full DPIA.

A copy of your responses has been emailed to you and to the Data Protection Team.

If you feel this is incorrect, please contact the Data Protection Team data.protection@defra.gov.uk.

Even though you have been screened out from needing to complete a full DPIA you still have to be aware of other data protection requirements like:

- Record of Processing Activities

- <https://defra.sharepoint.com/sites/Defraintranet/SitePages/responsible-personal-data.aspx>
- Privacy Notices
 - [https://defra.sharepoint.com/sites/Defraintranet/SitePages/Privacy-notice-templates-\(collecting-personal-data\).aspx](https://defra.sharepoint.com/sites/Defraintranet/SitePages/Privacy-notice-templates-(collecting-personal-data).aspx)
- Data Sharing Agreements
 - <https://defra.sharepoint.com/sites/Community733/SitePages/Data-Sharing.aspx>
- Cookie Banners/Settings
 - <https://defra.sharepoint.com/sites/Community733/SitePages/Website-Cookie-Guidance.aspx>

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