



Data Protection Impact Assessment (DPIA) Policy

1. Purpose

Sturminster Newton Town Council ("the Council") recognises its responsibility to manage personal data lawfully, fairly and transparently.

This policy sets out when and how the Council will undertake a Data Protection Impact Assessment (DPIA) in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

A DPIA is a process designed to help identify and minimise data protection risks arising from new or changed data processing activities.

2. Scope

This policy applies to:

- new projects, services or systems involving the processing of personal data; and
- significant changes to existing processing which may pose a risk to individuals' rights and freedoms.

It applies to all Council activities, regardless of whether information is held electronically or in paper form.

3. When a DPIA is Required

A DPIA will be considered where a proposed activity is likely to result in a high risk to individuals, including (but not limited to):

- the introduction of new technology or systems;
- large-scale processing of personal data;
- processing of special category data;
- systematic monitoring of public areas (e.g. CCTV); or
- the sharing of personal data with new third parties.

Where it is unclear whether a DPIA is required, a precautionary assessment will be undertaken.

4. DPIA Process

The DPIA process will:

- describe the nature, scope and purpose of the processing;
- identify the lawful basis for processing;
- assess risks to individuals' rights and freedoms;
- identify measures to mitigate those risks; and
- record decisions and outcomes.

DPIAs will be proportionate to the level of risk and complexity of the processing activity.

5. Roles and Responsibilities

The Town Clerk, as the Council's lead officer for data protection, is responsible for:

- determining whether a DPIA is required;
- overseeing the completion of DPIAs; and
- ensuring that appropriate risk mitigation measures are implemented.

Councillors and staff must notify the Town Clerk of any proposed activity which may require a DPIA.

6. Consultation and Review

Where appropriate, the Council may consult with:

- affected individuals or groups; and/or
- the Information Commissioner's Office (ICO), where required by law.

DPIAs will be reviewed if:

- processing arrangements change significantly; or
- further risks are identified.

7. Records and Retention

Completed DPIAs will be:

- documented and retained securely; and
- kept in accordance with the Council's Records Retention and Disposal Policy.

8. Review

This policy will be reviewed periodically or in response to changes in legislation or official guidance.

Approved on: 15 April 26

Review due: April 28