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# Data protection impact assessment

Instructions for data protection impact assessments are available for this template, explaining what such an assessment involves, if and when one must be carried out, and how to perform it.

**Project/task**

**Participants**

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| ***Name*** | ***Contact details (email/mobile no)*** | ***Role*** |
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**1. Describe the nature and purpose of the personal data processing**

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| Write here a brief description of the personal data processing and its purpose – i.e. what you want to achieve with it, what kind of personal data will be processed, where and for how long the personal data will be stored, and if anyone/an organisation outside KI will have access to them. |
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**2. Describe the extent of the personal data processing**

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| Describe what kind of personal data will be processed, if the personal data are sensitive or concern breaches of law, how many data subjects there will be, how long the processing is planned to last, and if there is reason to assume that the data subjects are in a disadvantaged or dependent position and therefore more vulnerable. |
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**3. Judge if the personal data processing is necessary and proportionate to its stated purpose**

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| Give the legal grounds for the processing, which for the processing of data for research purposes is “necessary for the performance of a task carried out in the public interest” (GDPR). State whether the processing is necessary to the purpose or if there are other ways of achieving it. Also describe how data quality, storage limitation and data minimisation will be ensured. |
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**4. Judge identified risks to the data subjects’ rights and freedoms**

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| Describe the potential risks that you judge possible when processing the personal data. This risk assessment shall be conducted on the basis of likelihood and severity of consequences in accordance with KI’s risk analysis rules. |
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**5. Describe what measures are planned or have been taken to protect the data subjects**

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| Examples of measures (technical and administrative) that you can use for handling risk and protecting data subjects:   * authentication * encryption * security procedures and information for system users * log of personal data users * support for data back-ups * pseudonymisation of personal data * transparent reporting of purpose and processing of personal data * allow data monitoring by data subjects * reduce number of people with access to personal data * limit search terms to make sensitive personal data inaccessible * use automatic deletion of personal data no longer due for processing * design IT systems to ensure that no more data is processed than is relevant to purpose; i.e. built-in data protection and data protection as standard |
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**6. Describe follow-up of measures taken**

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| Measures taken must be followed up on to ensure their continuing effectiveness and relevance to purpose. Describe how this follow-up is done. |
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