



Privacy Impact Assessment Guidance

Policy Number	IG011
Target Audience	CCG/GMSS Staff
Approving Committee	CCG Executive
Date Approved	September 2013
Last Review Date	July 2016
Next Review Date	August 2018
Policy Author	IG Manager
Version Number	V2

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Version Control Sheet

Version	Date	Reviewed By	Comment
0.1	September 2013	M Robinson D Sankey	Progress to CCG Executive for approval
1	September 2013	CCG Exec	Approved
1.1	July 2015	IG Team	Organisation change to GMSS and rebranding of PIA to BCCG
1.2	July 2016	IG Team	No substantial changes. Review for Approval.
2	August 2015	IM&T Operations Board	Approved

Analysis of Effect completed:	By: M Robinson	Date: September 2013
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1 Introduction

Where the proposed new system / process is to use personal / sensitive data or significantly change the way in which personal data is handled, the attached PIA Assessment must be completed.

It must be completed as soon as this is identified by the Project Manager / System Manager or Information Asset Owner during the business case phase of a project. The Information Asset Owner must be informed as soon as possible as an Information Risk Assessment needs to be completed (See IG006 Information Risk Policy). The PIA Assessment can contribute to the IG risk assessment.

This process is a mandated requirement on the Information Governance Toolkit. Some of the considerations that will be taken into account are whether a new system / process will:

- Allow personal information to be checked for relevancy, accuracy and validity
- Incorporate a procedure to ensure that personal information is disposed of through archiving or destruction when it is no longer required
- Have an adequate level of security to ensure that personal information is protected from unlawful or unauthorised access and from accidental loss, destruction or damage
- Enable the timely location and retrieval of personal information to meet subject access requests

On completion of a PIA Assessment, the Project Manager/System Manager will have information to help address key issues which must be *in place before any installation/go live dates are decided*.

2 Completing a Privacy Impact Assessment

The PIA assessment form can be found here



IG011v PIA Proforma

Please read through all the questions thoroughly and answer with as much detail as possible. The Appendix contains a glossary of terms which may assist you in completion of the PIA. If you require any assistance, please contact your local the Information Governance Team. Once the PIA has been completed, please send to your local Information Governance Team for approval. This will then be assessed by relevant personnel and tabled at the IM&T Operations Board for approval. If approved, you will be given a PIA Approval Number. This information will then be held in a central database co-ordinated by your local Information Governance Team.

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