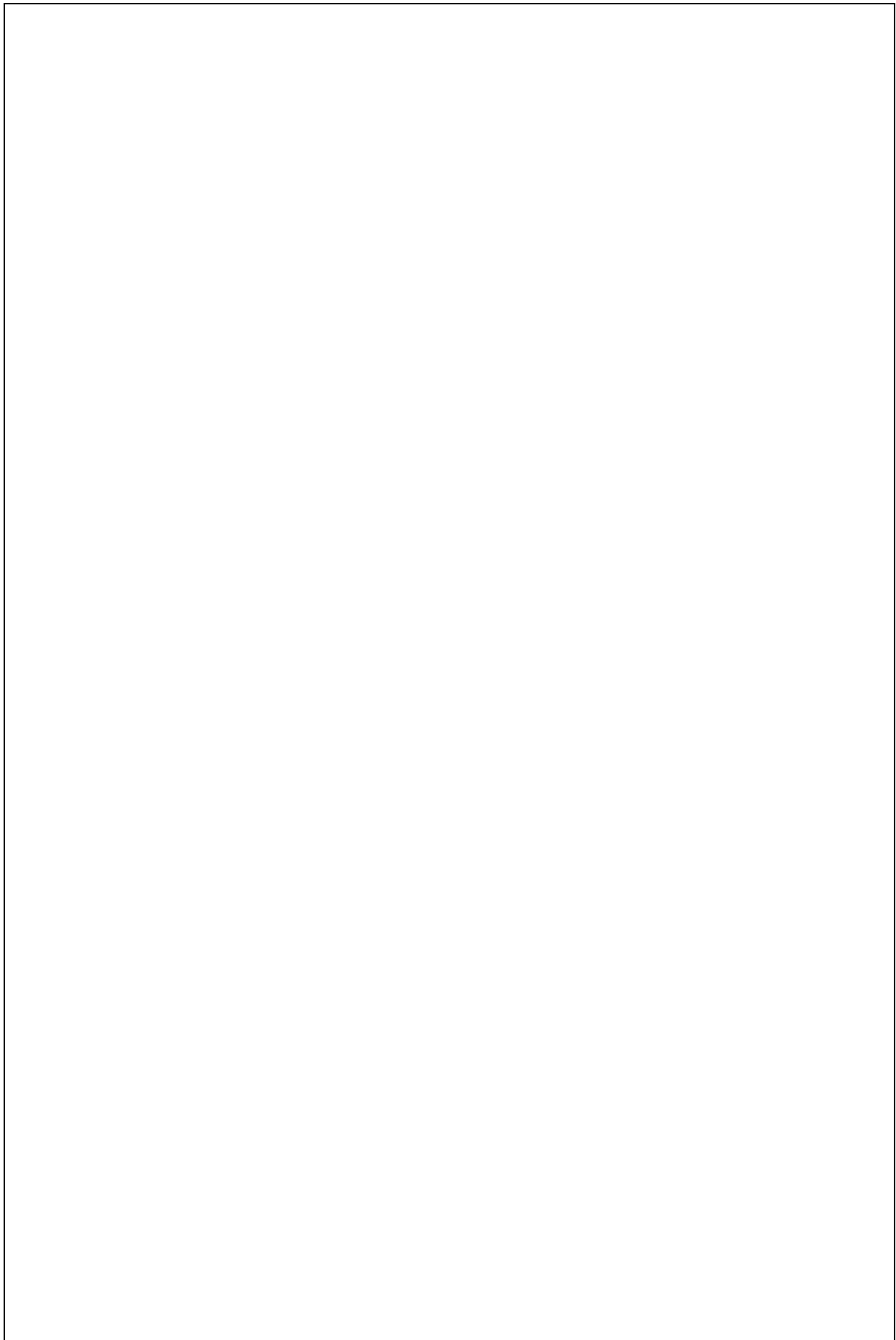


Privacy Impact Assessment Template

This template should be completed by Institute personnel proposing change to establish whether the personal information aspects comply with the Principles of Data Protection legislation prior to full deployment or amendment to a project, procedure, policy or process involving the processing of personal data.

All employees are encouraged to seek guidance from the Data Protection Officer in Dundalk Institute of Technology.

Methodology of Assessment
Preparation: Provide a summary of how you are going to assess this privacy impact.
Review of the legal and/or regulatory requirement of the Data Protection Acts
Privacy Impact Assessment
Consultation with stakeholders: This should document the Privacy Impact in detail and reference concerns raised by the stakeholders in the Project Summary
Stake Holders are:
Concerns Raised:
<i>Risk Analysis of Identified Privacy Impact:</i>
Provide a Risk Assessment of the Identified Privacy Impact
<i>Proposed Solution:</i>
Description of the measures proposed to counter (or justify) the Privacy Impact



Review and Audit Phase

Implementation:

Provide details that demonstrate that the proposed solution was actually implemented, or refer to evidence that approved the privacy impact risk

PIA Completed by:

Name: _____ Date: _____

Position: _____ Department/Function: _____

Detail: Policy/Procedure/Project _____

Reviewed by:

Name: _____ Date: _____

Position: _____ Department/Function: _____

Approved: _____ Declined: _____

Comments/Concerns: _____
