**Data Protection Impact Assessments (DPIAs)**

Completion of a DPIA is a legal requirement where the processing of personal data takes place.

Not every project requires a DPIA. It will depend on the scope of the project and the data being processed. To understand whether a DPIA is required, Project Leads should complete the questionnaire at the start of the [DPIA template](https://www.bucksoxonberksw.icb.nhs.uk/about-us/information-governance-and-data-protection-policies/). A yes answer to any question means the DPIA should be completed.

Complete the DPIA as soon as possible in the project. This should be at the point the scope and programme of the project, or most of it, is known as this will aid completion of the DPIA.

Always consider if it is necessary to use the data. The aim should be minimal use of personal data, using only what is necessary which will help with the IG requirements.

IG should not be considered as a ‘blocker’ to a project but a mechanism to identify trip hazards and deal with complex issues up front. By engaging and working with IG early in a project it can help to avoid mistakes being made, delays and potential for negative headlines in the press. IG will support any reasonable, ethical, and appropriate use of data. Engaging early in the project allows time for workarounds / different approaches to be considered should these be necessary.

Where a project involves the use of GP data, contact should be made as soon as possible with both the BOB ICB DPO and the GP Practices DPO.

**Contacts:**

BOB ICB DPO: Lesley Corfield [lesley.corfield@nhs.net](mailto:lesley.corfield@nhs.net)

GP Practices DOP: Lindsay Blamires [lindsay.blamires@nhs.net](mailto:lindsay.blamires@nhs.net)

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