1 Scope

Projects and clinical trials, which may impact privacy and data protection, will be subject to a Privacy Impact Assessment (PIA) at an early stage of the project and then throughout its lifecycle.

For example, when:

- Building a new IT system for storing or accessing personal data.
- Developing legislation, policy or strategies that have privacy implications.
- Embarking on a data sharing initiative.
- Using data for new purposes.

2 Responsibilities

The SIRO is responsible for ensuring a PIA screening questionnaire (ASL IG F-001 Privacy-Impact-Assessment - Checklist Template) is undertaken to determine if a full Privacy Impact Assessment is required.
PIA's will be reviewed at the management meeting.

3 Procedure

The PIA will be conducted following the Information Commissioner's Office Code of Practice using the Annexes to record the outcomes and if a PIA is required.

Aseptika documentation, such as data flow maps and asset registers will be updated accordingly.

Specialist privacy advice must be sought if required.

4 Document History

Document History					
Version	Date released for approval	Contributors Initials	Reviewers Initials	Changes from Previous Version	Authorised by
V1.1	12.02.2018	GL		First Draft	
V1.2	14.02.2018	KAA		Update to new format	
V1.3	15.02.2018	KAA		Formatting	
V1.4	16.02.2018	JMA		Updating	
V1.5	03.05.2018	ETRA		Update to a new template and a new document number	
V2.0	11/12/2018	ETRA	KAA, JAA, CB	Annual review and part of CC2018-0187	
3.0	02.12.2019	JA	MP	MDR Transition update, part of CC2019-057	Kevin Auton
4.0	29.10.2020	JA	MP	Update as per 2020-059	KAA