

Information Risk & Privacy Impact Screening

Work through the following questions to establish the potential risks to our information presented by your proposed project. This screening will help you identify whether further work will need to be undertaken to ensure that your proposal is compliant with information management requirements and will help you identify what areas you may need to consider to remove, mitigate, or bring these risks under control so your proposal can go ahead.

There are two sections to this screening:

- Section A, **Information Risk**, helps you identify what some of the information risks your proposal may attract – and give you an opportunity to integrate these into the development of your business case and project plan in order to reduce them.
- Section B, **Privacy**, helps you identify whether a full Privacy Impact Assessment is required for your project / policy.

For consistency, commissioned services are referred to as 'provider' throughout the screening process.

In every case where an external provider, supplier or contactor will, or may be, engaged both sections need to be completed.

Directorate, Service, and Unit	Children's Service, Early Help and Partnerships
Project Title	Commissioning of Positive Activities for Young People
Summary of Purpose of Project	To commission local voluntary sector organisations to provide a programme of positive activities for young people in local communities
Date of Screening	15.09.2015
Screening conducted by [Name and role in project / proposal]	Paul Finnemore ; Commissioning Manager: Young People

A Information Risk Screening

Please indicate Yes, No, or Maybe to the following questions:

	Yes / No / Maybe
1 Will your proposal involve, or may involve, an external provider, supplier or contractor?	YES

<i>If you answer 'no' then this section is complete; move on to Section B Privacy. If you answer 'yes' or 'maybe' then answer the remaining questions in this section before completing Section B Privacy.</i>	
2 Will the provider need to access information that is contained within WCC systems?	NO
3 Will the provider need permanent access to systems?	NO
4 Will the provider need access / utilise our premises?	NO
5 Will the provider be storing records on their electronic systems?	NO
6 Will the provider look after physical records on our behalf?	NO
7 Will the provider be required to send / receive personal information either electronically or otherwise?	NO

B Privacy

Please indicate Yes, No, or Maybe to the following questions:

	Yes / No / Maybe
1 Will the project involve the collection of new information about individuals?	NO
2 Will the project compel individuals to provide information about themselves?	NO
3 Will information about individuals be disclosed to organisations or people who have not previously had routine access to the information?	NO
4 Are you using information about individuals for a purpose it is not currently used for, or in a way it is not currently used?	NO
5 Does the project involve you using new technology which might be perceived as being privacy intrusive? For example, the use of biometrics or facial recognition.	NO
6 Will the project result in you making decisions or taking action against individuals in ways which can have a significant impact on them?	NO

7	Is the information about individuals of a kind particularly likely to raise privacy concerns or expectations? For example, health records, criminal records or other information that people would consider to be particularly private.	NO
8	Will the project require you to contact individuals in ways which they may find intrusive?	NO

Screening Analysis

If you answer 'yes' or 'maybe' to any of the questions in Section A then you will need to undertake further assessment to ensure the information involved in your proposal is adequately protected. Please seek advice from the [Information Access Team](#) in CIMU.

If you answer 'yes' to any of the questions in Section B then you will need to undertake a more detailed Privacy Impact Assessment (PIA) to identify how your proposal affects individuals and their personal data, and what needs to be considered and implemented to ensure your proposal is acceptable and compliant with the Data Protection and Human Rights Acts. Please seek advice from the [Information Access Team](#) in CIMU.

Notes to help completion of the screening document

1. Commissioned/Contracted Services should only be provided with the minimum personal or sensitive information required to provide the service. Providing commissioned services with, or the ability to access, more personal information than they require to provide the service will potentially breach principle 3 of the Data Protection Act (personal data must be **adequate**, **relevant** and **not excessive** in relation to the purpose or purposes for which they are processed).