

Data Protection Full Assessment - Draft

Impact Assessment Id: #318

1.0 Screening Information

Project Name

North West Worcestershire Corridor

Name of Project Sponsor

Emily Baker

Name of Project Manager

Abhi Bhasin

Name of Project Lead

Karen Hanchett

Please give a brief description of the project

There are congestion, safety and journey time reliability issues along the three MRN Corridors, which are the A456 (starts at B4190 Cleobury Road roundabout on Bewdley bypass, passing through Kidderminster, Blakedown, ending in Hagley village), the A491 (intersects the A456 corridor in Hagley village at War Memorial roundabout, linking to M5 J4 to the south) and the A450 (runs to the south-east of Kidderminster, connecting with the A456 on the western outskirts of Hagley village, heading south west, to the A450/A422 junction). These issues are recognised as a threat to not only the realisation of planned growth but also the continued performance of the MRN routes. Collectively, the A456, A491 and A450 provide important links between the Wyre Forest, Bromsgrove district, the West Midlands conurbation and Strategic Road Network (SRN) at M5 J4 and J3.

Data Protection screening result

Will require a full impact assessment

Equality and Public Health screening result

Will require a full impact assessment

Environmental Sustainability screening result

Will require a full impact assessment

1.1 Background and Purpose

Background and Purpose of Project?

To support your answer to this question, you can upload a copy of the project's Business Case or similar document.

Not Recorded

Upload Business Case or Support documents

No files uploaded

Project Outputs

Briefly summarise the activities needed to achieve the project outcomes.

Not Recorded

Project Outcomes

Briefly summarise what the project will achieve.

Not Recorded

Is the project a new function/service or does it relate to an existing Council function/service?

Not answered

Was consultation carried out on this project?

Not Recorded

1.2 Responsibility

Directorate/Organisation

Not Recorded

Service Area

Not Recorded

1.4 Specifics

Project Reference (if known)

Not Recorded

Intended Project Close Date *

Not Recorded

1.5 Project Part of a Strategic Programme

Is this project part of a strategic programme?

Not recorded

2.0 Personal Data

Who are you processing data about?

Not recorded

What personal data will be collected? *

The second stage is to list all of the types of personal data that you believe the project/works/additional processing will utilise. Please select yes for as many examples of types of data that are relevant and include any others in the free text at the bottom of the page.

Basic Identifiers:

Name

Not Recorded

Date of Birth

Not Recorded

Age

Not Recorded

Gender

Not Recorded

Sex

Not Recorded

Contact Details:

Address

Not Recorded

Email Address

Not Recorded

Home Phone Number

Not Recorded

Mobile Phone Number

Not Recorded

Postcode

Not Recorded

ID Number:**National Insurance Number**

Not Recorded

Driving Licence/Number

Not Recorded

NHS Number

Not Recorded

Other General Identifier

Not Recorded

Employment:**Work Related Training/Awards**

Not Recorded

Financial:**Income/Financial/Tax Situation**

Not Recorded

Appearance:**Photograph**

Not Recorded

Physical Description

Not Recorded

Lifestyle:**Living Habits**

Not Recorded

Marital Status

Not Recorded

Technology:**Login/Username**

Not Recorded

Device MAC Address (Wireless Network Interface)

Not Recorded

Device Mobile Phone/Device IMEI No

Not Recorded

Location Data (Travel/GDPS/GSM Data)

Not Recorded

Online Identifier e.g. IP Address

Not Recorded

Website Cookies

Not Recorded

Other Data Types Collected

Not Recorded

2.1 Legal basis for Personal Data

What is your lawful basis for processing the personal data? *

Please choose one of the following

Data Subject's consent for the purpose

Not Recorded

Necessary for a contract with the Data Subject

Not Recorded

Necessary to comply with a legal obligation

Not Recorded

Necessary to protect the vital interests of an individual(s)

Not Recorded

Necessary for a task in the public interest or exercise of official authority of Controller

Not Recorded

Necessary for legitimate interests of Controller unless interests are overridden by the interests or rights of the individual (only available in limited circumstances to public bodies)

Not Recorded

DRAFT

2.2 Special Data

What special category personal data (if any) will be collected? *

This section will not apply to all projects and should only be completed if it applies to you.

It is important that you read this section carefully, as these data types require additional care and protection.

If you do pick anything from this list, you will be required to give more details in Section 4 of this form.

You can read more about Special Category Data through this link;

<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/special-category-data/>

Race

Not Recorded

Ethnic origin

Not Recorded

Political opinions

Not Recorded

Religion

Not Recorded

Philosophical beliefs

Not Recorded

Trade union membership

Not Recorded

Genetic Data

Not Recorded

Biometric Data

Not Recorded

Sex life

Not Recorded

Health or social care

Not Recorded

2.3 Legal basis for Special Data

What is the relevant condition for processing the special category personal data? *

You must qualify under one of the below exemptions as well as having a legal basis from the previous question.

Explicit Consent

The data subject has given explicit consent to the processing of those personal data for one or more specified purposes, except where Union or Member State law provide that the prohibition referred to in paragraph 1 may not be lifted by the data subject;

Not Recorded

Employment and Social Security

Processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject;

Not Recorded

Vital Interests

Processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent;

Not Recorded

Legitimate Interests of:

"a foundation, association or any other not-for-profit body with a political, philosophical, religious or trade union aim".

Processing is carried out in the course of its legitimate activities with appropriate safeguards by a foundation, association or any other not-for-profit body with a political, philosophical, religious or trade union aim and on condition that the processing relates solely to the members or to former members of the body or to persons who have regular contact with it in connection with its purposes and that the personal data are not disclosed outside that body without the consent of the data subjects;

Note – this is not often applicable to local authorities.

Not Recorded

Publicly Available Data

Processing relates to personal data which are manifestly made public by the data subject;

Not Recorded

Legal or Court Proceedings

Processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity;

Not Recorded

Public Interest - Statutory Necessity

Processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject;

Not Recorded

Medical, Health and Social Care Provision

Processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services on the basis of Union or Member State law or pursuant to contract with a health professional and subject to the conditions and safeguards referred to in paragraph 3;

Not Recorded

Public Health

Processing is necessary for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of quality and safety of health care and of medicinal products or medical devices, on the basis of Union or Member State law which provides for suitable and specific measures to safeguard the rights and freedoms of the data subject, in particular professional secrecy;

Not Recorded

Archiving or Scientific, Historical or Statistical Research Purposes

Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

Not Recorded

2.4

Information Involved

Understanding the information flows involved in a project is essential to a proper assessment of privacy risks.

How will the data be collected? *

This section should be filled in for every project, not just those collecting Special Category data.

Not Recorded

What will the data be used for? *

This section should be filled in for every project, not just those collecting Special Category data.

Not Recorded

Has data already been collected?

Not Recorded

Are the purposes for which you are collecting the data different? *

If the data you are hoping to use was not collected specifically for this project, please explain in the box below why it was collected. This will include data that you have collected from other teams within WCC.

Not Recorded

Explain why existing and/or less intrusive processes or measures would be inadequate *

In this section, you should explain why your new method/project is absolutely necessary and show that you have thought about all other options.

Not Recorded

3.0 Other organisations**Are other organisations involved in processing the data?**

Not Recorded

3.1 Storage detail**How will the information be stored? ***

Please include details of whether data will be stored outside of the European Economic Area (EEA). Please remember that cloud storage and back up servers maybe outside the EEA.

Not Recorded

For how long will the data be retained? *

Not Recorded

What is the deletion process? *

Not Recorded

4 Consultation details

Consultation can be used at any stage of the DPIA process and is important to allow people to highlight privacy risks and solutions based on their own area of interest or expertise.

For further assistance and information please visit the [consultation toolkit section on Ourspace](#).

Explain what practical steps you are going to take to ensure that you identify and address privacy risks *

Not Recorded

Who should be consulted, internally and externally? Do you need to seek the views of members of the public? *

Not Recorded

How will you carry out the consultation? *

(You should link this to the relevant stages of your project management process)

Not Recorded

5 Risk register

At this stage you should identify the possible privacy risks together with their likelihood, severity and overall level, and for high risks the measures taken to reduce the risk.
Add any risk to the relevant sections below.

Fair and Lawful Processing

Data must be processed lawfully, fairly and in a transparent manner.

Please also consider

- Have you identified at least one lawful basis for the personal data processed as part of the project?

Keep it Green, Keep it on the Screen

- Does at least one Controller involved have a lawful power to act?
- Do you need to create or amend a privacy notice?
- How is your processing going to be transparent?

Risk that processing is not transparent, and individuals are unaware that data is being collected or why it is processed

Not assessed

Risk that information is being processed unlawfully

Not assessed

Specific, explicit and legitimate purposes

The purpose for which you process personal data must be specified, explicit and legitimate. Personal data collected must not be processed in a manner that is incompatible with the purpose for which it was originally collected.

Please also consider

- Does your project plan cover all of the purposes for processing personal data? If not your plan needs amending accordingly.
- Are all elements of the processing compatible with the original reason and justification for the processing?
- What are these specific, explicit and legitimate purposes?

Risk of 'mission creep' and information is used for different, or incompatible purposes to that identified when originally collected

Not assessed

Adequate, relevant and not excessive

Personal data processed must be adequate, relevant and not excessive in relation to the purpose for which it is processed.

Please also consider

- Is the quality of the information adequate for the purposes it is used?
- If not, how is this to be addressed?
- Are measures in place to ensure that data is limited to that which is needed to fulfill the aim of the processing?
- Which personal data elements do not need to be included without compromising the needs of the project?

Risk of loss of control over the use of personal data

Not assessed

Risk that inadequate data quality means the information is not fit for the identified purpose(s) potentially leading to inaccurate decision making

Not assessed

Risk that any new surveillance methods may be an unjustified intrusion on individuals' privacy

Not assessed

Accurate and timely

Personal data processed must be accurate and, where necessary, kept up to date, and every reasonable step must be taken to ensure that personal data that is inaccurate is erased or rectified without delay.

Please also consider

- If you are procuring new software does it allow you to amend data when necessary?
- How are you ensuring that personal data obtained from individuals or other organisations is accurate?
- Do you have processes in place to keep data up to date?
- If any data sets are to be merged, what checks are carried out to ensure that the right data records are matched/merged together?

Any data matching or linking, including whole data sets may link wrong records together

Not assessed

Storage limitation

Personal data must be kept for no longer than is necessary for the purpose for which it is processed. Appropriate time limits must be

established for the periodic review of the need for the continued storage of personal data.

Please also consider

- What are the risks associated with how long data is retained and how they might be mitigated?
- Has a review, retention and disposal (RRD) policy been established?
- How does the software enable you to easily act on retention criteria – does it enable bulk review/destruction; set review periods; extract for long-term preservation/retention of the corporate memory?

Risk information is retained for the wrong length of time (both too long and too short)

Not assessed

Risk information is not securely destroyed when its retention period has been reached

Not assessed

Security

Personal data must be processed in a manner that ensures appropriate security of the personal data, using appropriate technical or organisational measures (and, in this principle, “appropriate security” includes protection against unauthorised or unlawful processing and against accidental loss, destruction or damage).

Please also consider

- What technical and organisational measures are in place to ensure that the data is protected to an adequate level?
- What training on data protection and/or information sharing has been undertaken by relevant staff?
- What access controls are in place to enforce the ‘need to know’ principle?
- What assurance frameworks are utilised to assess adequacy of security measures in place e.g. NHS DSPT; Cyber Essentials Plus; PSN Certification?

Risk of loss of confidentiality

Not assessed

Risk of inadequate security controls in place to protect and secure personal data, including inappropriate access

Not assessed

Risk that workers processing the data are not aware of their data responsibilities

Not assessed

Risk that information is distributed using inappropriate methods

Not assessed

Risk of re-identification of pseudonymized or anonymised data (e.g. collecting matching and linking identifiers and information may result in information that is no longer safely anonymised)

Not assessed

Risk that information is transferred to a ‘third country’ without adequate safeguards

Not assessed

Financial and reputational

Risk of identity theft or fraud

Not assessed

Risk of financial loss for individuals or other third parties

Not assessed

Risk of financial loss for the Council (including ICO fines)

Not assessed

Risk of reputational damage to the Council, partners, and processors

Not assessed

Health, safety and wellbeing

Risk of physical harm to individuals

Not assessed

Risk of physical harm to staff and workers

Not assessed

Risk of discrimination

Not assessed

Risk of other significant economic or social disadvantage

Not assessed

Individuals Rights

Data protection legislation gives data subjects' various rights (listed below). Limiting or restricting any of these rights is likely to be a significant impact so the justification for any restriction, as well as mitigations, must be fully outlined.

Inability to meet individuals' right to be informed

Not assessed

Inability to meet individuals' right of access

Not assessed

Inability to meet individuals' right to rectify inaccurate data

Not assessed

Inability to meet individuals' right to restrict processing

Not assessed

Inability to meet individuals' rights relating to automated decision making and profiling

Not assessed

Additional project specific risks

No additional risks recorded

6 Declaration

I confirm to the best of my knowledge that the information I have provided is true, complete and accurate *

Not Selected

I confirm that I will make sure that data protection has been and continues to be considered throughout the project life cycle and should circumstances change in the project to include any processing of personal data a further Data Protection Impact Assessment Screening will be carried out *

Not Selected

7 Application Details

Last Updated Date Time

No Date Recorded

Screening Submitted Date Time

15/01/2022 10:16:50

Last Reopened Date Time

No Date Recorded

Full Impact Submitted Date Time

No Date Recorded

Approved/Rejected Date Time

No Date Recorded

Current User Dashboard Request Status

In progress

8.0 People with access to the original screening

[Abhi Bhasin \(ABhasin@worcestershire.gov.uk\)](mailto:ABhasin@worcestershire.gov.uk)

[Emily Barker \(EBarker@worcestershire.gov.uk\)](mailto:EBarker@worcestershire.gov.uk)

[Karen Hanchett \(KHanchett@worcestershire.gov.uk\)](mailto:KHanchett@worcestershire.gov.uk)

8.1 People with access to this data protection assessment

[Abhi Bhasin \(ABhasin@worcestershire.gov.uk\)](mailto:ABhasin@worcestershire.gov.uk)

[Emily Barker \(EBarker@worcestershire.gov.uk\)](mailto:EBarker@worcestershire.gov.uk)

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9 Direct Questions

No Questions Asked