

DanceSyndrome Privacy Impact Assessment

1. Scope

DanceSyndrome's data processing activities will undergo an initial Privacy Impact Assessment ("PIA") and subsequent PIAs throughout its lifecycle.

A subsequent PIA may be carried out in the following circumstances:

- When setting up a new IT system;
- When new legislation, policies or related matters affecting privacy, are developed;
- When launching a data sharing initiative;
- and/or when personal data is used for new purposes.

2. Responsibilities

The Data Protection Officer ("DPO") is responsible for determining whether a full PIA is required. He or she shall reach this decision based on a PIA questionnaire, which must be undertaken for the purposes of making such a determination.

All completed PIAs will be signed off by the Board of Trustees.

3. Process

The DPO shall at all times conduct PIAs by direct reference to the Information Commissioner's Office ("ICO") Code of Practice.

The DPO may seek specialist advice regarding privacy, should he or she feel it is required.

The DPO shall record all outcomes, including whether or not a PIA is required, in the ICO Code of Practice Annexes.

The DPO shall record in all change control processes that a PIA has been considered.

4. Document owner

The Data Controller is the owner of this policy document and must ensure that it is periodically reviewed according to the review requirements contained herein.

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Registered Charity No: 1152664
Registered in England and Wales
Social Enterprise
and company limited by guarantee
Company No: 8402154

The latest version of this policy document dated 12th April is available to all employees of DanceSyndrome on the internal filing system.

This policy document was approved by DanceSyndrome's Board of Trustees and is issued by the Chairperson on a version controlled basis.

Date of implementation: February 2018

Date of next review: November 2018



Signed:

Sue Blackwell, Acting Chair – DanceSyndrome – 20.02.2018

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