

New DPIA process flowchart

February 2022

Does the project include the processing of personal data? If so, assess if a DPIA is needed by completing the checklist: 'Do I need to carry out a DPIA'

The processing of personal data **does** require a DPIA



Complete DPIA template in the early stages of the project. The template can be found on Colleagues Connect.



Send a copy of the drafted DPIA to the Data Protection team (data-protection@midcounties.coop) for review. Please note, it may take up to 14 days for the Data Protection team to revert with any comments. Make sure you build this into your project timescales.



Data Protection team to review and provide comments, if necessary.



DPIA updated following comments from Data Protection team. Updated DPIA sent to relevant COO/Exec for final sign off. The processing of personal data **does not** require a DPIA



Where the project involves processing of personal data and you have assessed a DPIA is **not** required. You **must** record the reasons for your decision and provide them to the DPC for your business area.

Final/signed copy of DPIA sent to Data Protection team and added to the Society's DPIA register.