



Privacy Impact Assessment (PIA) Template

[Your Organization's Name]

Privacy Impact Assessment (PIA) Template

1. PIA Overview

- **Project Name:**
 - **Department/Unit:**
 - **PIA Date:**
 - **PIA Lead/Contact Person:**
 - **Review Date:**
 - **Approval Date:**
-

2. Project Description

- **Purpose of the Project:**
(Provide a brief description of the project, its goals, and objectives.)
 - **Scope of the Project:**
(Describe the scope of the project, including the data involved, processes, and the stakeholders affected.)
 - **Data Collected:**
(List the types of personal data collected, e.g., name, address, email, etc.)
 - **Data Flow Diagram:**
(Include or attach a diagram that shows how data flows through the system.)
-

3. Privacy Impact Assessment

- **3.1. Data Collection**



- **What personal data will be collected?**
(Detail the types of data and the methods of collection.)
- **Why is the data being collected?**
(Justify the necessity of the data collection.)
- **How will individuals be informed of the data collection?**
(Describe how transparency and communication will be handled.)
- **Will individuals consent to data collection? If so, how?**
(Explain the consent mechanism, if applicable.)
- **3.2. Data Use**
 - **How will the collected data be used?**
(Explain the purpose and any processing activities involving the data.)
 - **Who will have access to the data?**
(Identify the internal and external entities that will have access to the data.)
 - **How will data usage comply with legal and regulatory requirements?**
(Outline the steps to ensure legal compliance.)
- **3.3. Data Storage**
 - **Where will the data be stored?**
(Specify the storage location, whether on-premises or in the cloud.)
 - **How long will the data be retained?**
(Define the data retention period and deletion process.)
 - **How will the data be secured?**
(Describe the security measures, including encryption, access controls, etc.)
- **3.4. Data Sharing**
 - **Will the data be shared with third parties?**
(List the third parties and the purpose of sharing.)
 - **How will data sharing be controlled?**
(Describe the measures in place to protect data during sharing.)
- **3.5. Data Breach Response**



- **What are the procedures in case of a data breach?**
(Outline the steps to be taken if a data breach occurs.)
 - **Who will be notified in the event of a breach?**
(Identify the internal and external parties that must be informed.)
 - **3.6. Privacy Risk Assessment**
 - **Identify potential privacy risks:**
(List the risks associated with the project.)
 - **Assess the severity of each risk:**
(Rate the risks as low, medium, or high.)
 - **Mitigation strategies:**
(Describe the measures to mitigate each identified risk.)
 - **3.7. Compliance Check**
 - **Does the project comply with relevant privacy laws and regulations?**
(Confirm whether the project adheres to applicable legal requirements.)
 - **Are there any outstanding privacy concerns?**
(Note any issues that need further attention.)
-

4. Recommendations and Approval

- **Summary of Findings:**
(Provide a summary of the key findings from the PIA.)
 - **Recommendations:**
(List the recommended actions to address privacy concerns.)
 - **Approval:**
 - **PIA Lead/Contact Person Signature:**
 - **Date:**
 - **Privacy Officer Signature:**
 - **Date:**
-



5. Review and Update

- **Scheduled Review Date:**
- **Changes Made Since Last Review:**
(Document any changes to the project or PIA since the last review.)

This template can be customized according to the specific needs of your organization or project. It provides a structured approach to identifying and mitigating privacy risks associated with any project that involves the processing of personal data.