



Privacy Impact Assessment (PIA) Template

1. Project/Activity Overview

- **Project/Activity Name:**
- **Department:**
- **Date of Assessment:**
- **Assessor Name:**
- **Contact Information:**
- **Description of the Project/Activity:**
(Briefly describe the project or activity, including objectives, scope, and relevant stakeholders.)

2. Description of Personally Identifiable Information (PII) Processed

- **Types of PII:**
(List the categories of PII being processed, e.g., name, email address, contact details, etc.)
- **Purpose of Processing:**
(Why is the PII being collected and processed?)
- **Data Subjects Affected:**
(Identify who the data subjects are, e.g., employees, customers, third parties.)
- **Legal Basis for Processing:**
(Specify the lawful basis for processing PII, e.g., consent, contract, legal obligation, legitimate interest, etc.)

3. Assessment of Privacy Risks

- **Identified Risks to Privacy:**
(List potential privacy risks associated with the PII processing activity, e.g., unauthorized access, data breaches, misuse of PII.)



- **Likelihood of Occurrence (Low/Medium/High):**
(Assess how likely the risk is to occur.)
 - **Impact on Data Subjects (Low/Medium/High):**
(Assess the potential impact on the rights and freedoms of data subjects if the risk materializes.)
-

4. Existing Privacy Controls

- **Description of Current Controls:**
(Describe the technical and organizational measures already in place to protect PII, such as encryption, access control, data minimization.)
 - **Effectiveness of Controls (Low/Medium/High):**
(Evaluate how effective the current controls are in mitigating identified risks.)
-

5. Risk Mitigation Plan

- **Additional Mitigation Measures:**
(List any additional measures to be taken to reduce privacy risks, e.g., implementing stronger encryption, providing staff training, restricting access to PII.)
 - **Responsible Party:**
(Identify who is responsible for implementing the mitigation measures.)
 - **Timeline for Implementation:**
(Set deadlines for the implementation of mitigation measures.)
-

6. Data Subject Rights Management

- **Mechanism for Managing Data Subject Rights:**
(Describe how the organization will enable data subjects to exercise their rights under applicable privacy regulations, such as access, rectification, erasure, and data portability.)
- **Communication with Data Subjects:**
(Explain how the organization communicates privacy information and processes data subject requests.)



7. Assessment Summary

- **Summary of Key Risks Identified:**
(Provide an overview of the most significant privacy risks identified during the PIA.)
- **Overall Risk Rating (Low/Medium/High):**
(Provide an overall assessment of the privacy risks associated with the project/activity.)
- **Conclusion and Recommendations:**
(Summarize any recommendations for improving privacy protections and reducing risks.)

8. Sign-Off and Approval

- **Assessor Signature:**
- **Date:**
- **Approval by Privacy Officer/Data Protection Officer (DPO):**
 - Name:
 - Signature:
 - Date:

PIA Review Schedule

- **Next Review Date:**
(Set a date for the next PIA review to ensure ongoing compliance and risk management.)

This PIA template is designed to systematically assess the privacy impacts of data processing activities, ensuring compliance with ISO/IEC 27701:2019 and applicable privacy regulations. It helps organizations mitigate privacy risks, enhance data protection, and safeguard the rights of data subjects.

