

## Road to PIPA Week 14: PRIVACY IMPACT ASSESSMENT (PIA)

A **Privacy Impact Assessment (PIA)** is a process put in place to review projects and policies to determine their potential impact on the privacy of individuals and personal information collected by an organisation. It identifies potential risk and creates opportunity to discuss management of that risk in relation to the pre-identified risk threshold.

<b>TASK</b>	<b>Sample Questions</b>	<b>Outcomes</b>
<b>Define the project or process</b>	<p>Is it a new or existing process?</p> <p>Where is the information coming from?</p> <p>Will new technology be required as a result?</p>	
<b>Identify purpose of Information</b>	<p>Is new personal information being collected? Is it sensitive personal information?</p> <p>Will information that the organisation already holds be used for a new purpose?</p>	
<b>Outline specific actions</b>	<p>Does the organisation need to inform individuals personal information is being collected?</p> <p>How will individuals be informed if personal information is impacted?</p>	

<p><b>Document Controls</b></p>	<p>What measures are in place to ensure the information is accurate and up to date?</p> <p>How is the information managed, handled or protected?</p> <p>Where is the information stored?</p> <p>Who will have access to the information (inside and/or outside the organisation)?</p>	
<p><b>Set a retention strategy</b></p>	<p>How long will the information be retained?</p> <p>What method of destruction will be used to dispose of information?</p>	
<p><b>Identify Risks</b></p>	<p>What existing processes will be impacted?</p> <p>Will personal information be transmitted outside of the organisation?</p> <p>What harms could happen to individuals and/or the organisation?</p>	
<p><b>Identify Harms</b></p>	<p>How will the organization prevent or mitigate potential harms?</p> <p>Where will the process and its impact be documented?</p>	

For further explanation visit: [What is a privacy programme?](#)