**Initial Data Risk Assessment**

An Initial Data Risk Assessment (IDRA) **MUST** be completed **EVERY TIME** the University is considering sharing personal data with, or receiving personal data from, another party.

Failure to carry out an IDRA may be subject to disciplinary action.

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| 1. **The Proposed Activities** | | **Examples** |
| **Name of school or directorate** |  | *School of Medicine or IT* |
| **Description of your proposed activity** |  | *Research project...( details) or marketing drive (details)* |
| **Summary of categories of personal data to be used and/or any sharing of personal data** |  | *Name, address, email, postcodes etc.* |
| **If sharing personal data, provide details of the third party** |  | *Name*  *Address*  *Contact Details* |
| **Responsible person to contact regarding the activities** |  | *John Doe*  *IT*  *j.does@dundee.ac.uk* |
| **Any other parties involved?** |  | *Other than already set out above –think deptartments or third parties like NHS, Funders and/or Sub-processors* |

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| 1. **Risk Screening Questions** | | | |
| If you are unsure about any of the questions please contact the Information Governance Team – [dataprotection@dundee.ac.uk](mailto:dataprotection@dundee.ac.uk) | | | **Y/N** |
| 1 | Do the activities involve systematic and extensive profiling or automated decision-making to make significant decisions about people? | |  |
| 2 | Do the activities involve special category data?   * personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs; * trade-union membership; * genetic data, biometric data processed solely to identify a human being; * health-related data; * data concerning a person’s sex life or sexual orientation. | |  |
| 3 | Do the activities involve systematic monitoring a publicly accessible place on a large scale? | |  |
| 4 | Will personal data about individuals be disclosed to people or organisations that have not previously had access to the personal data (including external collaborators, service or system providers, and cloud hosting services)? | |  |
| 5 | Will personal data be used for a purpose it is not currently used for or in a way that it is not currently used? | |  |
| 6 | Do the activities involve the use of new technologies?  e.g., big data, artificial intelligence, and algorithms, as well as the Internet of Things, block-chain technology, facial recognition, new types of profiling, and 'deep fake' technology | |  |
| 7 | Do the activities involve combining, comparing or matching personal data from multiple sources? | |  |
| 8 | Do the activities involve the use of personal data without a privacy notice being provided to the individual? | |  |
| 9 | Do the activities involve tracking individuals’ online or offline location or behaviour? | |  |
| 10 | Do the activities involve using children's or vulnerable individuals' personal data for profiling or automated decision-making or for marketing purposes, or offering online services directly to children or vulnerable individuals? | |  |
| 11 | Do the activities involve using data which could result in a risk of physical harm in the event of a security breach? | |  |
| 12 | Is this a major initiative for the University? | |  |
| **If you have answered ‘Y’ to any of questions 1-12 then you MUST complete a Data Protection Impact Assessment (DPIA).** | | | |
| **DECLARATION – I HAVE COMPLETED THIS IDRA AND PROVIDED ANSWERS TO THE BEST OF MY KNOWLEDGE AND BELIEF** | | | |
| **Your details** | | Name:  Role: | |
| **Date** | |  | |
| **Signature** | |  | |

Shared with Information Governance on …..................................................................................Date