| **[Faculty/Department/Collaborative centre]** [Any additional text, e.g. the name of the author] | **Impact assessment** SLU ID: SLU.[Enter registry #]  DD/MM/20YY |
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Impact assessment for [project name]

You can find more information on impact assessments in the SLU [data protection manual](https://internt.slu.se/en/support-services/administrative-support/legal-affairs-data-protection-info-management/data-protection/personal-data-guides-templates/data-protection-manual/), under the heading *Risk and impact assessment*.

## Participants

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| **Name** | **Contact details (email)** | **Role** |
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## 1. Processing purpose

| Describe the purpose of the processing of personal data, what data will be processed, how data will be collected, where they will be stored/saved and for how long, and if anyone outside SLU will have access to the data. |
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## 2. Processing scope

| Describe the data that will be processed, if sensitive personal data or data concerning violations of the law will be included, how many data subjects there are, how long the processing will go on for and if there is reason to assume that the data subjects are in a situation of dependency and consequently more vulnerable. |
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## 3. Describe how the rights of data subjects will be satisfied

| Explain how the data subjects will be informed about the processing of personal data. If they will **not** be informed, state the reason for this and the basis for the assessment.  Have the data subjects been asked to give their opinions?  How will you ensure that the rights of data subjects are satisfied e.g. concerning access, rectification and erasure? |
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## 4. Assess whether the processing of personal data is necessary and proportional to the purpose

| State the legal basis for the processing as per the General Data Protection Regulation. If the purpose of the processing is research, the legal basis is usually *task carried out in the public interest*. Describe whether the processing is necessary for the purpose, or if this can be achieved in other ways. Also, describe how the quality of data and storage limitation and data minimisation are ensured. |
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## 5. Risk management

Document the **risks** and the technical or organisational **measures** taken to minimise or identify risks as part of this step.   
If you provide this information in an annex, state this*.*

### Consequence

| **Impact level** | **Value** | **Definition** | **Your definition  (if applicable)** |
| --- | --- | --- | --- |
| Extreme or very serious | 10–9 | Extreme or very serious impact resulting in operations not working |  |
| Serious | 8–6 | Serious and long-term impact on operations |  |
| Disruptive | 5–3 | Disruptions to operations |  |
| Minor | 2–1 | Minor disruptions to operations |  |

### Probability

| **Probability** | **Value** | **Definition** | **Your definition  (if applicable)** |
| --- | --- | --- | --- |
| High | 10–9 | Very likely to happen, only a question of when |  |
| Moderate | 8–6 | Likely to happen |  |
| Low | 5–3 | Less likely to happen |  |
| Very low | 2–1 | Not likely to happen |  |

### Risk matrix

| **Consequence** |
| --- |
| **Extreme or very serious** | **10** |  |  |  |  |  |  |  |  |  | |  |
| **9** |  |  |  |  |  |  |  |  |  | |  |
| **Serious** | **8** |  |  |  |  |  |  |  |  |  | |  |
| **7** |  |  |  |  |  |  |  |  |  | |  |
| **6** |  |  |  |  |  |  |  |  |  | |  |
| **Disruptive** | **5** |  |  |  |  |  |  |  |  |  | |  |
| **4** |  |  |  |  |  |  |  |  |  | |  |
| **3** |  |  |  |  |  |  |  |  |  | |  |
| **Minor** | **2** |  |  |  |  |  |  |  |  |  | |  |
| **1** |  |  |  |  |  |  |  |  |  | |  |
|  |  | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | | **10** |
|  |  | **Probability** | | | | | | | | | | |
|  |  | **Very low** | | **Low** | | | **Moderate** | | | | **High** | |

### Risk assessment

Reflect on what you consider to be an acceptable level based on a combination of consequence and probability.

| **Risk**   Description, cause and consequence | Probability | Consequence | **Risk assessment**  Low  Moderate High  Very high | **Risk management**  Accept  Limit  Eliminate |
| --- | --- | --- | --- | --- |
| (1–10) | (1–10) |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
| 6. |  |  |  |  |
| … |  |  |  |  |

### Measures

Examples of technical and organisational measures you can take to manage risks and protect data subjects.

Technical measures:

* authentication
* encryption
* logging users of personal data
* backups
* pseudonymisation of personal data
* reducing the number of people with access to the data
* limiting searches to not include personal data
* automatic deletion of personal data that are no longer processed (unless part of official documents that need to be preserved)
* designing IT systems to avoid unnecessary protection of personal data, i.e. data protection by design and by default.

Organisational measures:

* draw up required agreements
* submit an ethical review application
* draft procedures and instructions
* train staff who will be working on the project.

| Risk | Measures to limit or eliminate the risk | Risk remaining after measure |
| --- | --- | --- |
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***NB. If you believe the processing involves major risks despite the measures you have taken, consultation with the Swedish Authority for Privacy Protection is required.***

## 6. Data protection officer’s comments

| According to Article 35.2 of the data protection regulation, the controller **must** seek the advice of the data protection officer when carrying out a data protection impact assessment. The data protection officer must be consulted early on in the process and should take part in some of it such as the examination of risks and possible solutions. The data protection officer should also have the opportunity to formally comment once the assessment work is in progress. |
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## 7. Assessment summary

| Summarise the impact assessment and the measures taken. Describe how and when a follow-up of the impact assessment will take place. |
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