

PIA Screening Questions/Outline Business Case Options



The answers on this form will allow the Information Governance Advisors (IGAs) to determine whether you will need to complete a Privacy Impact Assessment (PIA) for your change proposal or project. Please send completed forms to Data Protection data.protection@bristol.gov.uk for review

| What is the proposal? | |
|---|--|
| Name of proposal. | SEND Sufficiency & Capital proposals. <ul style="list-style-type: none">• Elmfield & Claremont Special Schools.• City of Bristol College – Independent Living building (Hawking House).• Small works (various schools) |
| Please outline the proposal. | Masterplan project involving demolition, refurbishment and new build. In summary, in broad order of chronology: <ul style="list-style-type: none">• Project A: Minor refurbishment of Redland Green School to enable Elmfield School for Deaf Children Secondary pupils to move from Fairfield School Redland Green School.• Project B: Refurbishment, demolition and new build at the Bristol Education Centre to meet the needs of Elmfield School for Deaf Children Early Years.• Project C: Construction and installation of temporary accommodation, location to be confirmed, internally specialist fitted to enable decant of pupils from Claremont Special School.• Project D: Refurbishment, demolition and new build at Claremont Special School.• Project E: Construction of a new Independent Living facility at the City of Bristol College, Ashley Down Campus.• Project F: Demolition of Elmfield School and development of the site for residential purposes (by Housing Delivery). |
| Who will answer any queries regarding the responses provided on this form? | Phil Lawrence MRICS Education Capital Team |

Provide details of any previous Privacy Impact Assessment or other form of personal data compliance assessment done on this initiative. If this is a change to an existing system, a PIA may have been undertaken during the project implementation

Please provide your answers here: This is a new project. No Privacy Impact Assessment has been completed.
A Mandate Information Governance Relevance Check has been completed and the advice from BCC Information Governance Service is that it would be prudent to complete the PIA Screening questionnaire.

| What personal data is being collected, shared or used? | | | | Justifications for collecting, sharing or using the data |
|---|-------------------------------------|--------------------------|--------------------------|--|
| <i>Please ✓ each category which applies</i> | Option 1 | Option 2 | Option n | <i>There must be justification for collecting the particular items and these must be specified here – consider which data items you could remove, without compromising the needs of the project or change?</i> |
| | | | | <p>NOTE: BCC Education Capital Team will manage the construction project and will only be liaising with interested parties using work (non-personal) contact details. Communications will be with internal staff, consultants & contractors, plus principle school end users (Head teachers and any delegated staff).</p> <p>The schools will manage all communications with parents and pupils (the BCC Education Capital Team will not have any communications with pupils or students).</p> <p>Public consultation will be undertaken during the statutory Planning stages. Some personal data (names, addresses, e-mails and phone numbers only) may be collected at the public consultations by consultants commissioned by the BCC Education Capital Team.</p> <p>(In liaison with Data Protection Officer 20/07/2020 - TBC)</p> |
| Name | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Yes, as above Note. |
| Date of birth | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | N/A |
| Email addresses | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Yes, as above Note. |
| Any ID number (e.g. Passport number, NI, NHS, internal ID) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | N/A |
| Location data (e.g. Address) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Yes, as above Note. |
| Online identifiers (e.g. cookies, IP addresses, usernames) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | N/A |
| Physical data | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | N/A |
| Information relating to the financial affairs of the individual | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | N/A |
| Employment and career history | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | N/A |

| What sensitive personal / special category data is being collected, shared or used? | | | | Justifications for collecting, sharing or using the data |
|---|--------------------------|--------------------------|--------------------------|--|
| | Option 1 | Option 2 | Option n | |
| Information relating to the family of the individual and the individuals lifestyle and social circumstances | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | N/A |
| Information relating to the individual's physical or mental health or condition | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | N/A |
| Racial origin | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | N/A |
| Ethnic origin | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | N/A |
| Political opinions | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | N/A |
| Information relating to the individual's religion, philosophical beliefs or other beliefs | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | N/A |
| Information relating to the individual's membership of a trade union | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | N/A |
| The processing of genetic data (e.g. DNA) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | N/A |
| Biometric data identifiers (e.g. finger print, voice or facial recognition) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | N/A |
| Information relating to the individual's sexual life or sexual orientation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | N/A |
| Information relating to any offences committed or alleged to be committed by the individual | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | N/A |
| Information relating to criminal proceedings, outcomes and sentences regarding the individual | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | N/A |

The GDPR (General Data Protection Regulation) sets out the situations where the organisation will need to carry out a data protection impact assessment where the processing is considered high risk.

| Mandatory Grounds | | | |
|--|-----------------------|-----------------------|------------------------------|
| Please identify if your option plans to: | Option 1 Yes or No | Option 2 Yes or No | Option... cont. Yes or No |
| Process Personal/Sensitive Personal data or criminal offence data to help make decisions on someone's access to a service, opportunity or benefit? | No | | |
| Use systematic profiling or automated decision-making to help make decisions on someone's access to a service, opportunity or benefit? | No | | |

| | | | |
|---|-----|--|--|
| Process Personal/Sensitive Personal data or criminal offence data on a large scale? Define large scale by stating the total number of data subjects processed by the service and the percentage likely to be processed by the new change. | No | | |
| Systematically monitor publicly accessible places on a large scale? Define large scale by stating the total number of data subjects processed by the service and the percentage likely to be processed by the new change. | No | | |
| Use new technologies / software applications / line of business systems for council use? | No | | |
| Process biometric (e.g. finger print or facial recognition) or genetic (e.g. DNA sampling) data? | No | | |
| Combine, compare or match Personal/Sensitive Personal data from multiple sources? | No | | |
| Process Personal/Sensitive Personal data without providing a privacy notice directly to the individual? (In liaison with Data Protection Officer 20/07/2020 - TBC) | No* | | |
| Process Personal/Sensitive Personal data in a way which involves tracking individuals' online or offline location or behaviour? | No | | |
| Process children's Personal/Sensitive Personal data? | No | | |
| Process adult's Personal/Sensitive Personal data? | No | | |
| Process Personal/Sensitive Personal data for marketing purposes? | No | | |
| Process Personal/Sensitive Personal data in order to offer online services directly to them? | No | | |
| Process Personal/Sensitive Personal data which could result in a risk of physical harm in the event of a security breach? | No | | |

| Discretionary Grounds | | | |
|---|-----------------------|-----------------------|------------------------------|
| Please identify if your option plans to: | Option 1 Yes or No | Option 2 Yes or No | Option... cont. Yes or No |
| Evaluation or scoring that would produce a legal effect on an individual? | No | | |
| Process more than 50% of the total number of data subjects recorded within the service | No | | |
| Please state number of data subjects likely to be processed. | | | |
| Processing of data concerning highly vulnerable data subjects? | No | | |
| Processing involving preventing data subjects from exercising a right or using a service or contract? | No | | |

PIA Screening Questions/Outline Business Case Options Outcome: To be completed by the DP Team

| Data Protection Officer Approval | | Outcome |
|----------------------------------|-----------------------------|---|
| Name: | Clive Mackintosh. | <ul style="list-style-type: none"> PIA not needed Full PIA needed Light Touch Risk Assessment needed |
| Position: | Interim Statutory DPO | |
| Organisation name: | The City Council of Bristol | |
| Date: | | |

Definitions

| Personal data |
|---|
| Name |
| Date of Birth |
| Any ID number e.g. Passport number, NI, NHS, internal ID. |
| Location data (e.g. Address) |
| Online identifiers - cookies, IP addresses, radio frequency ID tags, applications etc. |
| Physical data |
| Information relating to the financial affairs of the individual |
| Employment and career history |
| Sensitive Personal / Special Category |
| Information relating to the family of the individual and the individuals lifestyle and social circumstances |

| |
|---|
| Information relating to the individual's physical or mental health or condition |
| Racial origin |
| Ethnic origin |
| Political opinions |
| Information relating to the individual's religion, philosophical beliefs or other beliefs |
| Information relating to the individual's membership of a trade union |
| The processing of genetic data |
| Biometric data identifiers e.g. Voice, CCTV images |
| Information relating to the individual's sexual life or Sexual orientation |
| Information relating to any offences committed or alleged to be committed by the individual |
| Information relating to criminal proceedings, outcomes and sentences regarding the individual |

EDUCATION CAPITAL TEAM
23/07/2020