

PIA Screening Questions/Outline Business Case Options



The answers on this form will allow the data protection team 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 and PMO project number (if applicable)	Third Party Spend Programme – Home to School Travel Project
Please outline the proposal. Please include: <ul style="list-style-type: none"> • What processing of data is being planned? • How is it going to be done? • Why is it going to be done; what are the reasons for doing this? • Could the same outcome be achieved in a different way without processing this data? 	<p>The project is to decommission the current Home to School Travel framework agreement and run a competitive tender to establish a new Dynamic Purchasing System framework to deliver cost avoidance and respond to demand growth for the Service. Alongside this, we will engage with stakeholders on revised Home to School travel policies and on an independent travel training initiative, joining the EHCP annual review process with review of travel. This will enable:</p> <ol style="list-style-type: none"> 1. A framework open to more local and micro providers to increase competition and support the local market. 2. Increased capacity for the Service and potential for greater efficiency. 3. A clear review system accompanied with independent travel training for young people able to achieve greater independence. 4. Recommendations for future service delivery based on modelling of children and their needs attending different settings. 5. Clearer links between Home to School Travel planning and SEND operations to better predict service demand and the drivers of service demand. <p>The nature of the data involved is commercial and no personal Service user data is required to renew the framework or put it in place. The key pieces of data that will be reviewed are supplier names, payments made, travel routes but no use of Service user addresses.</p>
Who will answer any queries regarding the responses provided on this form?	Project Manager – Helen Haggi

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

None

What personal data is being collected, shared or used?			
<i>Please ü each category which applies</i>	Option 1	Option 2	Option n
Name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Date of birth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email addresses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any ID number (e.g. Passport number, NI, NHS, internal ID)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location data (e.g. Address)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online identifiers (e.g. cookies, IP addresses, usernames)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information relating to the financial affairs of the individual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employment and career history	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Educational history	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Family and social circumstances and history	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifestyle and behavioural details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What special category or criminal offence data is being collected, shared or used?			
	Option 1	Option 2	Option n
Information relating to the individual's physical or mental health or condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Racial origin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ethnic origin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Political opinions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information relating to the individual's religion, philosophical beliefs or other beliefs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information relating to the individual's membership of a trade union	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Genetic data (e.g. DNA)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Biometric data identifiers (e.g. fingerprint, voice or facial recognition)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information relating to the individual's sexual life or sexual orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information relating to criminal allegations, proceedings, convictions and related security measures regarding the individual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.

Useful definitions (See the [glossary](#) for further definitions)

Automated decision-making is the process of making a decision without human involvement.

Profiling is the automated processing (i.e. processing without any human intervention) of personal data to evaluate certain personal aspects relating to a data subject, in particular to analyse or predict aspects concerning the data subject's performance at work, economic situation, health, personal preferences, interests, reliability, behaviour, location or movements.

Mandatory Grounds			
Please identify if your option plans to:	Option 1 Yes or No	Option 2 Yes or No	Option... cont. Yes or No
Use systematic profiling or automated decision-making to make significant decisions about people	N		
Process special category 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.	N		
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.	N		
Use new technologies such as software applications or line of business systems for council use	N		
Use special category data, profiling or automated decision-making to help make decisions on someone's access to a service, opportunity or benefit.	N		
Carry out profiling on a large scale	N		
Process biometric (e.g. fingerprint or facial recognition) and/or genetic (e.g. DNA sampling) data	N		
Combine, compare or match personal data from multiple sources	N		
Process personal data without providing a privacy notice directly to the individual	N		
Process personal data in a way which involves tracking individuals' online or offline location or behaviour	N		
Process children's personal data for profiling or automated decision making; or for marketing purposes; or offer online services directly to them	N		
Process personal data which could result in a risk of physical harm in the event of a security breach	N		

Discretionary Grounds

Please identify if your option plans to:	Option 1 Yes or No	Option 2 Yes or No	Option... cont. Yes or No
Use evaluation or scoring that would produce a legal effect on an individual	N		
Process 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.	N		
Use automated decision-making with significant effects for the individual	N		
Use systematic monitoring	N		
Process data which is sensitive or of a highly personal nature	N		
Processing of data concerning vulnerable data subjects	N		
Use innovative technological or organisational solutions	N		
Use processing involving preventing data subjects from exercising a right or using a service or contract	N		
Change the nature, scope, context or purposes of your processing	N		
Be a major new project involving the use of personal data	N		

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

Data Protection Officer Approval	Outcome
Name: Matthew Reeves	<ul style="list-style-type: none"> PIA not needed Full PIA needed Light Touch Risk Assessment needed
Position: Data Protection Officer	
Organisation name: Information Governance Team	
Date: 14/12/2021	