



## Data Protection Impact Assessment

<b>Project Title:</b>	Leeds Cancer
<b>Name / Title of assessor:</b>	Lauren Standeven – Assistant Director of Operations

<b>DESCRIBE THE NATURE, SCOPE, CONTEXT AND PURPOSE OF THE PROCESSING</b>	Name, Contact details and D.O.B will be collected from Volunteer team members so that we can keep them up to date with the project. The same details along with some lifestyle and screening information will be collected from people who we engage with in the community in order to follow up the engagement to measure the impact.
<b>WHAT IS THE NECESSITY, PROPORTIONALITY AND COMPLIANCE MEASURES?</b>	It is essential for us to collect minimal contact details from our volunteers in order to keep in touch with them however everything other than a name and a form of contract is voluntary. Community members who we engage with do not have to provide any contact information.

WHAT IS THE RISK TO INDIVIDUALS	WHAT IS THE LIKELIHOOD (L) CONSEQUENCE (C) & RISK RATING (RR) SCORE? (LXC =RR)			WHAT MEASURES ARE USED TO MITIGATE THOUSE RISK	PROJECTED RISK RATING SCORE FOLLOWING FURTHER CONTROLS
	L	C	RR		
Paper forms lost on the way back to the office	3	4	12	Staff members instructed to keep paper forms in their possession at all times, forms not to be left un attended and returned to the office at the end of each session. If staff members have to take forms home, they have to be kept in a locked box to prevent unauthorised access	4
Paper forms stole from the office	2	4	8	Paper forms are locked in a desk draw in a locked office with fob access. All windows are locked and are at roof level so access through them is unlikely during office hours the reception desk is manned to reduce the likelihood of unauthorised access.	4
Electronic databases accessed by an unauthorised user	3	4	12	All electronic databases have password protection, only authorised staff have access to the passwords. All computers are password protected with individual user accounts. All files are stored on a cloud-based server with high level encryption provided by the supplier	4

<b>Assessors Signature</b>	
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## Example of Likelihood and Consequence

Likelihood of occurrence	Most Likely Consequence				
	1)None No obvious injury or harm Loss of 0.1–0.25 per cent of budget Claim less than £10,000	2) Minor More than 3 days off sick due to injury Loss of 0.25–0.5 per cent of budget Claim(s) between £10,000 and £100,000	3) Moderate Hospitalised or medium term injury Major financial loss (£20K to £100K) including litigation settlement.	4) Major Significant / permanent harm Uncertain delivery of key objective/Loss of 0.5–1.0 per cent of budget. Claim(s) between £100,000 and £1 million Purchasers failing to pay on time	5) Catastrophic Death or major disaster / loss Non-delivery of key objective/ Loss of >1 per cent of budget Failure to meet specification/ slippage Loss of contract / payment by results Claim(s) >£1 million
1) Rare - Can't believe the risk will ever happen	1	2	3	4	5
2) Unlikely - Do not expect the risk to happen but it is possible	2	4	6	8	10
3) Possible - The event may occur occasionally	3	6	9	12	15
4) Likely - The event will probably occur but is not a persistent issue	4	8	12	16	20
5) Almost certain - The event will undoubtedly occur, possibly frequently	5	10	15	20	25

Red (15-25)	Extreme risk
Amber (8-12)	High risk
Yellow (4-6)	Moderate risk
Green (1-3)	low risk