

DE LA SALLE COLLEGE



DPIA POLICY

“BUT YOU DANIEL, SHUT UP THE WORDS AND SEAL THE BOOK, UNTIL THE TIME OF THE END. MANY SHALL RUN TO AND FRO, AND KNOWLEDGE SHALL INCREASE.”

DANIEL 12:4

Compiled by: Mr D. Washington	Last Reviewed: June 2025
Policy Holder: Mr D. Washington	Revision date: June 2026
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Rationale

De La Salle college is an organisation that, by the nature of its function, holds a quantity of data, including but not limited to data concerning staff, students and parents.

As time goes on, educational and operational requirements will change, and it will become necessary to change the way in which that data is processed and by whom.

This document is intended to set out the need and process for completing an assessment of the risks involved in any new project or substantial change to existing systems and/or policies.

When should a DPIA be carried out?

The DPIA should be filled out once a decision has been made that a project or change should go ahead or be seriously considered.

A few simple questions;

- Will any data be transferred to any company, website, or person as a result of this project?
- Will the way we collect or use data be changed?
- If so, is this more data than would be in a single class (say 24 records)?
- Will this arrangement be permanent?
- Is any of the data 'special category' (race, religion, union membership, medical etc.)?

If the answer to any of these questions is 'yes', then you should, in all likelihood, complete a DPIA.

If you are in doubt consult the DPO/SIRO/E-Safety Coordinator.

Examples of activities that would require a DPIA;

- Signing up a year group or more students to a new homework/study website or app.
- Publishing a new prospectus including photographs or names of students.
- A decision to use an online mark book as a dept.

Examples of activities covered by a Transfer Form;

- Taking a trip away
- Entering a competition
- A press article

Completing the DPIA

The DPIA itself is a risk assessment.

It should be filled out in the approved format.

The DPO will supply you with a blank document, you should consult with both the DPO and E-Safety Coordinator when filling it out.

Once the DPO, E-Safety Coordinator, and SIRO are satisfied that all foreseeable risks have been accounted for, the DPIA will be sent to the Data Controller for approval and filled with the college Policy Documents.

Flowchart of Process

