

[Company Letterhead/Logo]

PRIVACY IMPACT ASSESSMENT (PIA) TEMPLATE

Date of Assessment: [Insert Date]

Prepared By: [Insert Name/Department]

SECTION 1: PROJECT OVERVIEW

1.1 Project Name:

[Insert Name of the Project]

1.2 Project Description:

[Provide a summary of the project, including objectives, scope, and its relationship with personal data processing.]

1.3 Project Owner:

[Insert Name and Title of the Project Owner]

1.4 Stakeholders Involved:

[List internal and external stakeholders involved in or impacted by the project.]

1.5 Data Protection Officer (DPO) Contact:

[Insert DPO Name, Email, and Phone Number]

SECTION 2: DATA COLLECTION AND PROCESSING

2.1 Types of Personal Data Collected:

[List all categories of personal data, e.g., Name, Contact Information, Financial Data, Health Data, Biometric Data, etc.]

2.2 Purpose of Data Collection:

[Explain specific purposes for collecting and processing personal data, ensuring compliance with the Digital Personal Data Protection Act, 2023.]

2.3 Legal Basis for Processing:

[Identify the lawful basis for processing under the DPDP Act, e.g., consent, performance of a contract, compliance with legal obligations, legitimate interest.]

2.4 Data Processing Activities:

[Detail activities involved in processing, such as collection, storage, sharing, analysis, and deletion.]

2.5 Data Retention Period:

[Specify how long the data will be retained, including criteria for determining retention periods and compliance with the DPDP Act's data minimization principle.]

2.6 Data Sharing:

[List any third parties or processors involved, the purpose of sharing data, and mechanisms to ensure their compliance with the DPDP Act.]

SECTION 3: PRIVACY RISKS IDENTIFICATION

3.1 Risks to Data Subjects:

[List potential risks to individuals' privacy, such as unauthorized access, misuse, or data breaches.]

3.2 Risks to the Organization:

[Detail organizational risks, such as regulatory penalties, reputational damage, or operational disruptions.]

SECTION 4: MITIGATION MEASURES

4.1 Technical Measures:

[Describe measures like encryption, secure storage, access controls, and regular system audits to protect personal data.]

4.2 Organizational Measures:

[Outline governance measures, including privacy policies, staff training, and incident response procedures.]

4.3 Risk Mitigation Plan:

[Provide a comprehensive plan to address identified risks, detailing actions, timelines, and responsible parties.]

SECTION 5: ASSESSMENT OUTCOMES

5.1 Summary of Findings:

[Summarize the key findings, including significant risks, mitigation efforts, and compliance status.]

5.2 Decision on Project:

- Proceed with the project as planned.
- Proceed with modifications (detail modifications required):
[Provide details of required modifications.]
- Do not proceed with the project.

SECTION 6: APPROVALS

6.1 Project Owner Approval:

- Name: _____
- Title: _____
- Signature: _____
- Date: _____

6.2 Data Protection Officer (DPO) Approval:

- Name: _____
- Title: _____
- Signature: _____
- Date: _____

SECTION 7: REVIEW AND UPDATES

7.1 Next Review Date:

[Insert Date]

7.2 Update Log:

Date	Description of Update	Updated By
[Insert Date]	[Insert Description]	[Insert Name]