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| **Data Privacy Impact Assessment****(DPIA)** | **On Your Bike Cycle Training**.**H:\Bikeability Training\Logo's\On Your Bike Logo3.JPG** |
| **What is a DPIA?**DPIA is a new obligation under the GDPR which requires us  to set out and have recorded all our processing activities across the council. It will also help us to identify and tackle problems at an early stage and ultimately help to reduce associated costs and damage to RBC’s reputation.**When do I need to conduct a DPIA?**You must carry out a DPIA :* If you are currently processing data and have not completed a DPIA
* When using new technologies and the processing is likely to result in a high risk to the rights and freedoms of individuals.

**What information should the DPIA contain?*** A description of the processing operations and the purposes, including, where applicable, the legitimate interests pursued by the controller.
* An assessment of the necessity and proportionality of the processing in relation to the purpose.
* An assessment of the risks to individuals.
* The measures in place to address risk, including security and to demonstrate that you comply
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| **On Your Bike Cycle Training**  |  | **Lead Officer** | **Michael Woolley** |
| **Brief Description or Title of activity requiring a DPIA** |  **Booking forms through www.onyourbikecycletraining.co.uk** | **Date:**  | **12/04/2018** |
| *Please leave this blank*DPO Reference Number: |
| **Version** | **Reason** | **Author** | **Date** |
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| **Approvals- This document requires the following approvals:**Please ensure that approval is sought from your Head of Service and the Data Protection Officer |
| **Name** | **Title** | **Signature** | **Date** |
| **Michael Woolley** | **Director**  |  |  |
| Michael & Adrian Woolley | Data Protection Officer |  |  |
| **Distribution – This document has been distributed to:**Please ensure that a copy once approved is sent to the Data Protection Officer for record-keeping |
| **Name**  | **Title** | **Company** | **Date** |
| **Adrian Woolley** | **Director** | **On Your Bike Cycle Training** | **12/04/2018** |
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| Screening Questions |
| **Description of process or activity**Give a detailed explanation of the process or activity and attach relevant reports or papers  |
| Requests for cycle training for individuals or groups are submitted online through our website [www.onyourbikecycletrainining.co.uk](http://www.onyourbikecycletrainining.co.uk) or by email to onyourbikecycletraining@gmail.com <http://www.onyourbikecycletraining.co.uk/book-a-cycle-training-course-online/>The form collates sensitive data such as name, address, post code, email address, telephone/mobile, age, gender, any other relevant information such as health or medical conditions. |
| **Detail what personal data you will be processing**List the personal data you will be collecting that can identify an individual/individuals  |
| Name, address, telephone number, DOB. |
| **Explain why the processing is necessary & proportionate to the activity**Explain why each item of personal data listed above is needed in relation to the activity |
| 1. Address details where training is to take place
2. Contact details in the event of an emergency.
3. DOB and health information to ascertain clients transport needs and any other adjustments that need to be made.
4. Completed consent forms from schools where bikeability is delivered.
5. Safer Urban Driving Courses consent forms that contact name, personal mobile and emergency mobile and any medical conditions.
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| **Is there a lawful basis for processing ?** * With consent of DS
* Necessary for a contractual obligation with DS
* Necessary for compliance with a “clear and precise” legal obligation
* Necessary to protect vital interests of DS
* Necessary for performance of public interest task in exercise of official legal duty
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| **Impact on individuals**Explain whether there will be any negative impact on or risks to the affected individuals |
| The trainees personal contact details could be used by third parties or it could result in a complaint about a personal mobile number being shared without consent. |
| **Measures**Explain what measures will be put in place to mitigate the impact (eg. security, deletion, redaction, encryption, restricting access, staff training) |
| Staff training.Minimal personal sensitive information is put on calendar.Trainee booking forms are not printed out and are only assessable on secure devices.Director’s Adrian and Michael Woolley are responsible for keeping data secure or sharing of data. |
| **How many individuals’ personal data will be affected?**Enter the number of individuals or an approximate number if exact number is unknown | Up to 3000 per annun |

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|  | **Yes****(x)** | **No****(x)** |
| **Will the personal data collected include sensitive personal data?**These include medical/health, religious, political, racial/ethnic or trade union data | X |  |
| **Will the data be used for profiling purposes?**Profiling means making automated decisions (typically involving algorithms or IT systems) that would have an impact on a person’s life |  | x |
| **Will the activity compel individuals to provide information about themselves?** | x |  |
| **If Yes, has consent been sought?** | x |  |
| **Will the information about individuals be disclosed to organisations outside of On Your Bike Cycle Training? If so, who and why?**Please include a copy of the contract or agreement governing the sharing of information |  | x |
| **Are you using information about individuals for a purpose it is not currently used for, or in a way it is not currently used?** |  | x |
| **Does the activity involve you using new technology which might be perceived as being privacy intrusive? For example, the use of biometrics or facial recognition.** |  | x |
| **Will the activity require you to contact individuals in ways which they may find intrusive?** |  | x |

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| **Please submit completed form to the IG team at the following e-mail address:****onyourbikecycletraining@gmail.com** |