**DPIA checklist**

Use this checklist if your school is starting a project which involves processing data.

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| **Action** | **Completed** |
| Project lead outlines aims |  |
| DPO understands what processing will be involved |  |
| The outcome cannot be achieved by other means |  |
| Risk assessment conducted |  |
| Medium and high risks identified |  |
| Additional measures identified to minimise medium and high risks |  |
| Evidence of additional measures seen by DPO |  |
| DPO sign off approval of DPIA and project |  |
| Project implemented/completed |  |
| DPIA filed with DPO |  |
| DPIA information recorded on school data asset register |  |