

26 March 2024

Case reference: IC-291598-S5F4

We are now in a position to respond to your information request of 3 March.

Request

- "1. Can you please provide the number of Data Protection Impact Assessments conducted by the ICO in 2023?
2. Can you please advise if these were a full assessment or a screening?
3. Can you please disclose a brief description of each assessment, for example the title and any reasonable explanation to assist the reader?
4. Can you please disclose a copy of your internal guidance and the template for your assessment?
5. Can you please disclose a copy of any training you have given to internal colleagues about assessments, for example the slides in any training session."*

We have handled your request for recorded information under the Freedom of Information Act 2000 (FOIA).

Our response

Please find below information in response to your questions 1 to 5.

1. Can you please provide the number of Data Protection Impact Assessments conducted by the ICO in 2023?

We have interpreted your request for Data Protection Impact Assessments (DPIAs) conducted by the ICO in 2023, to be ICO DPIAs that were signed off (completed) in 2023. We completed 20 DPIAs in 2023.

2. Can you please advise if these were a full assessment or a screening?

These were full DPIAs.

3. Can you please disclose a brief description of each assessment, for example the title and any reasonable explanation to assist the reader?

Please find below the titles and sign off dates of the 20 completed DPIAs.

We have given further information on the subject matter where this is not provided by the title. Where the DPIA has already been published on our disclosure log, the relevant links are given after the list (DPIAs 1, 5, 6, 7, 8, 9, 10). We have also provided links to our privacy notice and staff privacy notice for details of our third party data processors.

1. DPIA ICE 360 Retention (24/2/23) – ICE 360 is one of our casework management systems. Our retention schedule is available on our website [here](#).
2. DPIA Data Lives (20/4/23) – Ethnographic qualitative research project. You can find the published research report on our website [here](#).
3. DPIA Workday AMS Partner (Kainos) (11/5/23) – Workday is a financial, human resources and learning development management system.
4. DPIA Government Internal Audit Agency (GIAA) (8/6/23) – Moving to a new provider for internal audits.
5. DPIA SAR Project (19/7/23) – Project to develop a digital web service for making subject access requests (SAR). You can find this on our website [here](#).
6. DPIA Slido: For interactive events (20/7/23).
7. DPIA OASIS Offsite Archive Storage and Integrated Services (24/7/23).
8. DPIA Onboarding checks at case officer assessment centres (9/8/23).
9. DPIA PACE Fertility and Menstruation Apps: Understanding the user experience of fertility and menstruation apps (4/9/23) – ICO Website Survey.
10. DPIA Fertility and Menstruation Apps: Understanding the user experience of fertility and menstruation apps (4/9/23) – Third party research.
11. DPIA Data Controller Study. Updated on 28/2/24 for Omnibus research (8/9/23) – ICO survey of data controllers to assist with the ICO25 strategic plan.
12. DPIA Data Subjects Study (15/9/23) – ICO survey of data controllers to assist with the ICO25 strategic plan.
13. DPIA Pilot DPO Community Forum (20/9/23) – An online pilot DPO Community Forum to function alongside the Data Protection Practitioners' Conference (DPPC) until 24 October 2023.
14. DPIA Microsoft 365 (22/9/23).
15. DPIA Crimson (2/10/23) – Crimson is one of our casework management systems.
16. DPIA PADPCS: Measuring customer service (30/10/23) – Survey to measure customer service in our Public Advice and Data Protection Complaints Service.
17. DPIA Canva (28/11/23) – Online template editor for creating digital graphics and presentations.
18. DPIA Investigations Large File Transfers for Instruction of External Legal Services and sharing with external agencies (29/11/23).

19. DPIA Digital Assets Consumer Research (30/11/23) – Joint research project with other regulators as part of the Digital Regulation Cooperation Forum. Further details on DRCF can be found online [here](#).
20. DIPA Employee Engagement Survey 2023 (19/12/23).

Please note, the sign off date for the ICE 360 Retention DPIA was incorrectly inputted as 2024 but was completed in 2023.

Responses to previous requests for some of these DPIAs are available on our disclosure log at the following links.

[IC-248699-J1F7](#) – DPIA for ICE 360 Retention. This response also includes a draft version of the Microsoft 365 DPIA.

[IC-255403-F0Z2](#) – DPIAs for Slido, OASIS, Onboarding checks at case officer assessment centres, Fertility and Menstruation Apps (Third Party Research) and Fertility and Menstruation Apps (ICO Website Survey).

[IC-252765-W7M4](#) – DPIA for SAR project.

Our [privacy notice](#) and [staff privacy notice](#) provide details of our third party data processors.

4. Can you please disclose a copy of your internal guidance and the template for your assessment?

Please find enclosed information within scope of your request in question 4. This is our internal guidance for completing ICO DPIAs and our DPIA template.

In line with our request handling procedures, the enclosed attachments are in PDF format. The Word version of the DPIA template has dropdown items within the document. We have provided a list of these item choices in a separate annex as they are not viewable in the PDF version. Some of these options have values which produce a risk level score. The scoring criteria is given on pages 30 to 32 of the DPIA template.

Please note, the bookmark error message on page 2 of the process for completing ICO DPIAs document appears in both Word and PDF.

You can find our published guidance for completing DPIAs on our website website [here](#). This includes a sample DPIA template [here](#).

5. Can you please disclose a copy of any training you have given to internal colleagues about assessments, for example the slides in any training session.

We do not hold any materials given as training sessions to ICO staff, e.g. presentation slides. Our information on this topic is held as internal and public guidance documents that can be accessed by members of staff when needed. The internal guidance in scope has been provided to you in response to question 4.

This concludes our response to your request. We hope you found this information helpful.

Next steps

You can ask us to review our response. Please let us know in writing if you want us to carry out a review. Please do so within 40 working days. You can read a copy of our full review procedure [here](#).

If we perform a review but you are still dissatisfied, you can complain to the ICO as regulator of the FOIA. This complaint will be handled just like a complaint made to the ICO about any other public authority. You can [raise a complaint through our website](#).

Your information

Our [privacy notice](#) explains what we do with the personal data you provide to us, and sets out [your rights](#). Our [Retention and Disposal Policy](#) details how long we keep information.

Yours sincerely



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**For information about what we do with personal data
see our [privacy notice](#)**