

Coast Tuition – Data Protection Impact Assessment

August 2025

Date Completed:	
Project Name:	
Person Completing the Assessment:	

Step One: Identify the Need

<p>Explain the reason for the project and what it aims to achieve</p> <p><i>E.g., what is the purpose? What type of processing does the project involve? Why do we need a DPIA?</i></p>

Step Two: Describe the Processing

<p>How will the personal data be processed? <i>(e.g., collection, stored, recorded, shared, erased)</i></p>	
<p>Where will the personal data be stored?</p>	
<p>Who will have access?</p>	

How long will it be retained?	
Is the data being shared? <i>If so, with who?</i>	
What personal data is being collected?	
Will special category data be collected? <i>If so, what?</i>	
Will criminal data be collected? <i>If so, what?</i>	
Who will the processing affect? <i>(e.g. alternative provision learners or employees)</i>	
Describe the context of the processing:	
What is the purpose for the processing?	
What do we want to achieve?	
What is the intended benefits for data subjects?	
What is the intended benefits for us?	

Step Three: Consultation Process

Describe when and how you will seek individual's views? <i>If this is not appropriate, explain why.</i>	
Who else is involved in the organisation?	

Step Four: Assess Necessity and Proportionality

What is your lawful grounds for processing? <i>(Tick the ones relevant)</i>	Article 6 (1)(a) Consent	
	Article 6 (1)(b) Contractual Necessity	
	Article 6 (1)(c) Legal Obligation Necessity	
	Article 6 (1)(d) Vital Interests Necessity	
	Article 6 (1)(e) Public Task Necessity	
Will the processing actually achieve the purpose?		
Is there another way to achieve the same outcome?		
How will you ensure data quality and data minimisation?		
How will you help support individual rights? <ul style="list-style-type: none"> - <i>The right to be informed</i> - <i>The right of access</i> - <i>The right to rectification</i> - <i>The right to erasure</i> - <i>The right to restrict processing</i> - <i>The right to object to processing</i> - <i>The right to data portability</i> 		

Step Six: Decision

Data Protection Lead Comments:

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Date Approved:

**Signature of Approver:
(Data Protection Lead)**

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