

Cognisco Ltd

Privacy Impact Assessment Procedure

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Scope

A Privacy Impact Assessment (PIA) will be carried out on all Cognisco Ltd data processing activities at design stage of projects and periodically during its lifecycle.

Instances (but not an exhaustive list) where this is applicable are the implementation of a new HR system, a change in HR procedure, introduction to 3rd party for data sharing and new company implementations.

Responsibilities

The (Data Protection Officer / GDPR Owner) maintains responsibility for Privacy Impact Assessments (PIA), the decision if a full PIA is required.

Completed PIAs will be signed off by the Board of Directors / Chief Executive Officer (CEO) / Top Management.

Process

As recommended by the Information Commissioner's Office (ICO) Code of Practice, the (Data Protection Officer / GDPR Owner) should follow the PIA processes and record all outcomes using the Annexes.

Where required, specialist privacy advice must be sought.

A PIA must be considered in all change control processes.

Document Management

This document is valid as of January 2018.

This document is reviewed periodically and at least annually to ensure compliance with the following prescribed criteria.

- General Data Protection Regulation
- Legislative requirements defined by law, where appropriate

(Role)

(Author)

(Signature)