

Data Protection Impact Assessment (DPIA) Template

This template is intended for joint completion by the school (controller) and Spelling Mastery (processor support).

1. Project Summary

Project name: Spelling Mastery deployment Controller: [School/Trust Name] Processor: [Your Legal Entity Name]
DPIA owner: [Name/Role] Date: [YYYY-MM-DD]

2. Processing Description

Describe:

- what data is processed,
- who can access it,
- where it is stored,
- and why processing is needed.

3. Necessity and Proportionality

Assess:

- lawful basis,
- data minimization,
- retention limits,
- transparency to pupils/parents/staff,
- ability to exercise rights.

4. Risks to Rights and Freedoms

Identify potential risks such as:

- unauthorized access,
- cross-tenant disclosure,
- excessive retention,
- transfer risk,
- inaccurate decision impacts.

5. Existing Controls

Reference implemented controls from:

- TOMs document
- access control policy
- incident procedure
- retention/deletion policy

6. Residual Risk Assessment

For each risk, record:

- likelihood,
- impact,
- residual score,
- acceptance decision.

7. Additional Actions Required

List action owner and due date for any residual high/medium risks.

8. Consultation

Record who was consulted:

- school DPO/IG lead
- IT/security lead
- safeguarding lead (if required)
- processor privacy/security contact

9. Approval

Controller approver: Name/Role: Date:

Processor support acknowledgement: Name/Role: Date: