

FOI 5376 Dataflow Template

Section 1 - Dataflow

Department Please Select...	Dataflow Owner Please Select...
Dataflow Administrator Please Select...	Associated Asset Name Please Select...
Dataflow Name <input type="text"/>	Dataflow Description ⓘ <input type="text"/>
Frequency ⓘ Please Select...	
How ⓘ Please Select...	
Bulk ⓘ Please Select...	
Internal/External ⓘ Please Select...	Direction ⓘ Please Select...

Is any data processed/held by third countries or organisations?

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<input type="text" value="Yes"/>	<input type="text" value="No"/>
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Contains Personal Identifiable Information (PII)? ⓘ

<input type="text" value="Yes"/>	<input type="text" value="No"/>
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Contains Special Category Data (SCD)? ⓘ

<input type="text" value="Yes"/>	<input type="text" value="No"/>
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Lawful Basis for processing ⓘ
Please Select...

Conditions for processing SCD ⓘ
Please Select...

Article 9 Lawful Basis for Holding Special Category Data
Please Select...

Who are the data subjects? ⓘ
Please Select...

Where does the PII come from? ⓘ
Please Select...

Where does the PII go to? ⓘ
Please Select...

What format is the PII held in? ⓘ
Please Select...

Who is the PII handled by? ⓘ

Purpose of the processing?

Leaves UK? ⓘ

<input type="text" value="Yes"/>	<input type="text" value="No"/>
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Secure? ⓘ

<input type="text" value="Yes"/>	<input type="text" value="No"/>
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Does national data optout apply?

<input type="text" value="Yes"/>	<input type="text" value="No"/>
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Frequency of Review
Please Select...

Reviewed By Date
04/10/2022

Next Review Date

Retention Details

Is the retention period known? ⓘ

<input type="text" value="Yes"/>	<input type="text" value="No"/>
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How is the PII securely destroyed?
Please Select...

Risk Assessment

Risk Assessor Name

Risk Assessment Frequency

Date of Risk Assessment

Risk Identified

Mitigation Measures in place

Date of Risk Assessment Completed

Risk Assessment Completed by

Risk Matrix

Likelihood/Impact	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	●	●	●	●	●
Likely	●	●	●	●	●
Possibly	●	●	●	●	●
Unlikely	●	●	●	●	●
Rare	●	●	●	●	●

Unlikely	●	●	●	●	●
Rare	●	●	●	●	●

Impact Score:
 Likelihood Score:
 Risk Rating:

Additional Comments