

**PERSONAL DATA PROTECTION COMMISSION (PDPC)****Data Protection Impact Assessment (DPIA) Template****1. Introduction**

This Data Protection Impact Assessment (DPIA) template is provided by the Personal Data Protection Commission (PDPC) to assist data controllers and data processors in identifying and mitigating potential privacy and security risks associated with the processing of personal data. All entities subject to data protection legislation in Tanzania are required to conduct a DPIA prior to engaging in new projects or any high-risk data processing activities.

**Table 1: Data Controller/Processor details**

Name of Project	
Name of Data Controller/Processor	
Name of Project Lead	
Department	
Name of Data Protection Officer (DPO)	
Date	

**2. Project Description**

- Description of the personal data processing activity.
- Purpose and objectives of the processing.
- Identify the sources and scale of the personal data.
- List the categories of recipients who may receive the personal data.

**3. Describe how this data will be processed**

- Describe the nature of the processing - including data collection, storage, use, sharing, and disposal.
- Describe the scope of the processing - List the categories of personal data involved (e.g., names, contact details, health information, financial data). Also, identify the data subjects whose data will be processed (e.g., employees, customers, clients).

#### 4. Assessment of Necessity and Proportionality

- Identify the legal basis for processing the personal data.
- Explain how data will be limited to what is necessary for the stated purposes.
- Demonstrate that the processing is compatible with the purposes for which the personal data was collected.
- Describe measures to ensure data accuracy and keep it up-to-date.
- Explain how data will be stored securely and for no longer than necessary.

#### 5. Assessment of Risks to Data Subjects

- Identify potential risks to the rights and freedoms of data subjects (e.g., discrimination, damage to reputation, financial loss).
- Describe the methods used to assess the risks.
- Outline the measures to be implemented to mitigate identified risks.

**Table 2: Risks and Potential Impacts (List all risks)**

<b>Describe source of risk and nature of potential impact on individuals.</b> Include associated compliance and corporate risks as necessary.	<b>Methods used to assess the risks</b>	<b>Likelihood of harm</b>	<b>Severity of harm</b>	<b>Overall risk</b>
		Remote, possible or probable	Minimal, significant or severe	Low, medium or high

**Table 3: Risk Mitigation Measures (Include all Measures)**

Outline the measures to be implemented to mitigate identified risks				
Risk	Options to reduce or eliminate risk	Effect on risk	Residual risk	Measure approved
		Eliminated reduced accepted	Low medium high	Yes/no

**• Residual Risks**

Assess any residual risks remaining after implementing mitigation measures and determine if they are acceptable.

**6. Consultation**

- Describe how data subjects will be involved in the DPIA process.
- Indicate if the PDPC will be consulted.
- Describe any internal consultations with relevant departments or individuals (e.g., IT, legal, HR).

## 7. Decision and Monitoring

- Summarize the findings of the DPIA and the decision on whether to proceed with the processing activity.
- Describe how the effectiveness of the implemented measures will be monitored and reviewed.
- Specify the documentation required to support the DPIA and monitoring process.

## 8. Review and Update

- Establish a timeline for reviewing the DPIA.
- Outline procedures for updating the DPIA when changes occur.

## 9. Data Protection Officer (DPO) Advice

DPO Comments:

- Provide the DPO's comments and recommendations regarding the DPIA.

## 10. Approval and Sign-Off

### Project Lead Approval:

- Name:
- Signature:
- Date:

### DPO Approval:

- Name:
- Signature:
- Date:

### Senior Management Approval:

- Name:
- Signature:
- Date: