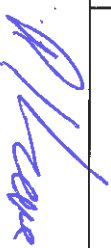


Screening Record Form for New Project / Change in Process / or any activity which could have an impact on the privacy of individuals

Date of Screening:	Directorate: Corporate Services	Section: ICT
1. Project to be assessed	Supply of telecoms, network links and internet connections	
2. Officer responsible for the screening	Ann Hill, ICT Project Manager Jo Alderson, Principal Procurement Officer	
3. What is the Project?	<input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input checked="" type="checkbox"/> Project <input type="checkbox"/> Review <input checked="" type="checkbox"/> Service <input type="checkbox"/> Organisational change <input type="checkbox"/> New <input type="checkbox"/> Existing N/A	
4. Is it a new or existing handling of Personal Information?	<input type="checkbox"/> Personal Information (information about an identifiable individual) See definitions <input type="checkbox"/> Sensitive Personal Information (such as health information or information about any offence) (*also tick Personal Information) See definitions <input type="checkbox"/> Over 1,000 records of Personal Information	
5. Personal Information involved	<input type="checkbox"/> Collecting new Personal Information <input type="checkbox"/> Re-using existing Personal Information <input type="checkbox"/> Sharing Personal Information with another organisation <input type="checkbox"/> The project uses new or additional information technologies which have the potential for privacy intrusion	
6. Type	<p>If two boxes are ticked at section 5 and one box at section 6 a full Privacy Impact Assessment should be undertaken.</p>	
7. Summary of the business case justifying the Project	<p>The current contracts for the supply of Telecoms and Connectivity throughout the Council expire between June 2013 and September 2015 and it is necessary to establish new suppliers and ensure continuity of service.</p>	

<p>8. On the basis of sections 5 and 6 above is a full impact assessment required?</p>	<p>N</p>	<p>Please explain your decision. If you are not proceeding to a full Privacy Impact Assessment make sure you have the evidence to justify this decision should you be challenged. <small>This project is to provide a service only. The voice calls/data transferred through network will include personal data etc. however the security of this is assured by the PSN compliancy.</small></p>
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<p>9. If a full Privacy Impact Assessment is not required, what action will be taken to reduce and avoid privacy intrusion? Please complete the action plan in full, adding more rows as needed.</p>			
Action	Timescale	Person Responsible	Milestone/Success Criteria
None			
<p>10. Chief Officer / Head of Service (or delegated officer's) signature.</p>		<p>Signature: </p>	<p>Date: 17/10/14</p>

When complete please retain on the file and send a copy to Legal Services Penny.O'Callaghan@bracknell-forest.gov.uk.