# Initial Privacy Impact Assessment Questionnaire

### Use of learner analytics by [Your TEO]

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| **Sponsor** |  |
| **Date completed** |  |
| **Summary of change** | [Adoption of learner analytics – when data generated by a student prior to entry and during learning can be used to indicate where an early intervention with the student may be appropriate to improve their experience or target specific support to individual students.  Such intervention can include contact in the form of referral to student services, academic advice, or sending messages to students to spur certain actions.  Learning analytics may be used to inform changes to teaching and classroom learning design and support staff to provide effective information and pedagogical input.] |

### Assessment questions

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| **What personal information is involved?**  Summarise personal information already held that will be used and confirm the original purpose for collection. |  |
| Summarise any new personal information to be collected and provide reasons why we need this. |  |
| **Is any of the information sensitive?**  Could it be viewed as sensitive by those it relates to? |  |

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| **Where did we get the information from?**  Did it come directly from individuals? Does the individual understand what we’re collecting and why? |  |
| Did it come from a third party? |  |
| **Where are we storing the information?** |  |
| If outside the organisation, including the cloud, what contractual arrangements are in place? |  |
| **How are we keeping the information safe?**  Has a security risk assessment been completed? |  |
| **How will people be able to access and correct their information?**  Will it be through standard processes or will additional steps need to be put in place? |  |
| **How do we know the information is accurate before we use it?** |  |
| **How will the information be used?**  What is required to deliver the change proposed? |  |
| **Will we use algorithms or automated decision making?** |  |

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| **Do we have the right permission or basis to use it for this?**  Outline the consent/authority process. |  |
| How have we communicated to individuals how we will be using their information? |  |
| **Are we going to be sharing the information with anyone else?**  If so, what parties will have access to information, what will they have access to and why do they need it? |  |
| Do we have consent or a legal basis to share the information? If so, provide the details here. |  |
| What safeguards are in place to ensure the information will be protected by those we are sharing it with? |  |
| **What will we do when we don’t need the information any longer?**  How long we will need to retain the information for? Why is it for this period? |  |
| How will the information be disposed of when it is no longer required? |  |
| **Are we using unique identifiers?**  Provide details of what we’re using and why. |  |

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