Data Protection Act (2021 Revision) - Section 40 Consultation Form

Name of data controller	
Name and contact details of main contact	
Title or summary of administrative measures or rules	

Identify the need for consultation: Explain broadly the aims and scope of the administrative measures or rules and what type of processing of personal data they involve. It may be helpful to refer or link to other documents, such as a project proposal or outline business case, and make these available in appendix. Summarize why you believe the Ombudsman should be consulted on the content.

Describe the impact of the processing: How much control will individuals have over the processing of their personal data? Do the measures impact on children or other vulnerable groups? Are there prior concerns over this type of processing or security flaws? Is this type of processing novel in any way, such as the use of new technology that impacts on the privacy of individuals? Are there any current issues of public concern that should be factored in?

Describe the scope of the data involved in the measures or rules: What is the nature of the personal data affected? Is any sensitive personal data involved? How will data be collected and used? Do the measures impact the retention of personal data? How many individuals are likely to be affected?

Describe compliance and proportionality measures: Is there another, less-intrusive way to achieve the same outcome? How likely is it that the purpose(s) will expand in the foreseeable future, and how will this be controlled? How will the measures ensure data quality and data minimization? How will individuals be informed? How will they be helped to exercise their rights?

Describe the context and purpose(s) of the processing: What do you want to achieve? What is the intended effect of the measures or rules? What are the benefits of the measures more broadly? How much control will individuals have over the processing of their personal data? Do the measures impact on children or other vulnerable groups? Are there prior concerns over this type of processing or security flaws? Is it novel in any way? What is the current state of technology in this area? Are there any current issues of public concern that you should factor in?