

THIRD SCHEDULE

(r.50 (1))

DATA PROTECTION IMPACT ASSESSMENT TEMPLATE

Part 1: Description of the processing operations

Name of Data Controller/ Data Processors:
Postal Address:
Email Address:
Telephone Number:
1. Project Name
2. Assess the need for Data Impact Assessment (Assess whether there is need for DPIA by determining if project involves personal data that is likely to result in high risk, specify risk where appropriate)
3. Project Outline: (Explain broadly what the project aims to achieve and what type of processing it involves)
4. Personal data (e.g type of personal data data being processed.)
5. Describe the Information Flow. <i>Describe the collection, use and deletion of personal data here, including; where you are getting the data from; how is the data being collected; where the data will be stored; how long will the data be stored; where data could be transferred to; and, how many individuals are likely to be affected by the project.</i>
6. Describe how the data processing flow complies with the data protection principles-

Part 2: An assessment of the necessity and proportionality of the processing operations in relation to the purpose.

Require the assessment and provide the parameters of the assessment.

<i>Describe compliance and proportionality, measures, in particular:</i>	
The lawful basis for processing	
Methods of obtaining of consent.	
Whether processing personal data is key to achieving your purpose?	
Is there another way to achieve the same outcome without processing personal data?	
Data quality and data minimization	
Notification of the data subjects on the processing activity	
Exercising of the rights of the data subjects	
The parties are involved in the processing and their specific roles	
Measures to ensure compliance by the parties involved, if any	
Processing safeguard of the personal data	
Safeguard prior to and Cross border transfers, if any	

Part 5: Sign Off and Record Outcomes

ITEM DESCRIPTION	NOTES/INSTRUCTIONS
Consultation with Office of the Data Protection Commissioner (where applicable)	
This DPIA will be kept under review by:	

Made on the 7th December, 2021.

JOE MUCHERU,
*Cabinet Secretary, Ministry of Information,
 Communication, Technology, Innovation and Youth Affairs.*

LEGAL NOTICE NO. 264

THE DATA PROTECTION ACT

(No. 24 of 2019)

THE DATA PROTECTION (COMPLAINTS HANDLING AND ENFORCEMENT PROCEDURES) REGULATIONS, 2021

ARRANGEMENT OF REGULATIONS

Regulation

PART I—PRELIMINARY

- 1—Citation.
- 2—Interpretation.
- 3—Object and purpose of the Regulations.

PART II— PROCEDURE FOR LODGING, ADMISSION AND RESPONSE TO COMPLAINTS

- 4—Lodging of a complaint.
- 5—Register of complaints.
- 6—Admission of a complaint.
- 7—Discontinuation of a complaint.
- 8—Withdrawal of a complaint.
- 9—Joint consideration of complaints.
- 10—Language.
- 11—Notification of a complaint to the respondent.
- 12—Joinder of parties.
- 13—Investigations of a complaint.
- 14—Outcome of investigation.