

To: [Board of Directors / Executive Steering Committee]

From: [Name/Title of Data Protection Officer or Privacy Lead]

Date: [Insert Date]

Subject: Executive Summary: Biometric Data Protection Impact Assessment (DPIA)

1. Introduction

This letter summarizes the findings of the Data Protection Impact Assessment (DPIA) conducted for the implementation of [Project Name/System Name], which involves the processing of biometric data for [Purpose, e.g., authentication, security, or time tracking].

2. Project Description

The proposed system will collect [Type of Biometric Data, e.g., facial templates or fingerprints] from [Data Subjects, e.g., employees or customers]. The primary objective is to [State Business Goal].

3. Key Privacy Risks Identified

The assessment identified the following high-level risks:

- Risk of unauthorized access to sensitive biometric templates.
- Potential for function creep or secondary use of data.
- Risks related to data retention and permanent deletion.

4. Mitigation Strategies

To address these risks, the following controls have been integrated into the project plan:

- Encryption of data at rest and in transit.
- Storage of mathematical templates rather than raw biometric images.
- Strict access controls and audit logging.
- Clear notice and explicit consent mechanisms for all participants.

5. Compliance Statement

Based on the mitigation measures implemented, the residual risk is deemed [Low/Medium]. The processing activities align with [Applicable Regulation, e.g., GDPR, CCPA, or BIPA] requirements regarding necessity and proportionality.

6. Recommendation

The Privacy Office recommends proceeding with the project subject to the ongoing monitoring of the security controls outlined in the full DPIA report.

Sincerely,

[Signature]

[Name]

[Title]