

Checklist for creating clear purpose statements

This checklist can be used to work through the process of developing a clear purpose for the collection of personal information.



<p>What is the problem you are trying to solve or the outcome you are trying to achieve?</p>	
<p>Is the problem or outcome connected to a lawful function of your organisation?</p>	
<p>Do you actually need personal information to solve your problem or achieve the intended outcome— or can you use aggregate or de-identified information to get the same result?</p>	
<p>What personal information do you need to solve your problem or achieve your intended outcome?</p>	
<p>How will the personal information be used to solve the problem or achieve your intended outcome?</p>	
<p>What personal information do you already hold and what are you missing to be able to solve your problem or achieve your intended outcome?</p>	

