

From: [REDACTED]
To: [REDACTED]
Cc: [REDACTED]
Subject: Peer Reviews
Date: 28 November 2019 13:39:00

All,

Definition of a peer review:

A peer review is the evaluation of work by one or more people with similar competences as the producers of the work (peers). Peer review methods are used to maintain quality standards, improve performance, and provide credibility.

In essence, you all do the same role using the same templates and so know what you expect to see against any given section or question within our DPIA's or ISA's.

When not to send for review:

If the document is not complete and you want a sanity check something, **talk** to your colleagues, ask their advice or opinion on something you're not sure about and listen to what they advise, you don't have to take their advice but it may help improve your performance and provide credibility to your document. If you send a part completed document make sure you clearly identify the bits you want advise on so that they are not wasting their time on unfinished sections.

When to send for review:

You should send you document for peer review when it is **completed**, you have answered all the questions, completed all the required fields with **clarity** and **brevity** (don't waffle on). You should **check** the document **before** you send it, ask yourself - is the information **accurate**, **adequate** and **necessary**? Is the lawful basis what you would expect to see given the data processing being documented?

[REDACTED]
[REDACTED] If you reject or accept and incorporate your colleagues advice there is no requirement to resend for another review but I would like to see peer review comments left in the document when they are sent to me.

I hope this helps, happy to discuss if you want to add something or challenge.

Best Regards

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

General Information Governance enquiries should be sent to [REDACTED]

