

BoardCue Live Customer Deployment DPIA Template

enterprise governance deployment | 30 August 2026

Status: Template

Customer: [Organisation]

Deployment owner: [Name / role]

DPO/IG lead: [Name / role]

Assessment date: [Date]

Review date: [Date]

1. Intended use

Describe the governance purpose, boards/committees in scope and expected outcomes.

Confirm whether the deployment follows the standard intended-use position:

- ☐ BoardCue is used for board/committee governance, not as a individual case record or case-management decision-support system.
- ☐ Routine individual case-management records or datasets are not required for normal use.
- ☐ Governance evidence about identifiable individuals will normally be aggregated, anonymised, summarised or otherwise appropriately governed where practical.
- ☐ Any identifiable individual service-user information that may appear incidentally in governance material is necessary, minimised and lawfully governed.

2. Features in scope

- ☐ Board/committee document storage
- ☐ Meeting preparation
- ☐ Live governance intelligence
- ☐ Browser/OS transcription
- ☐ Board Memory / Organisation Copilot / Search
- ☐ Actions and decisions
- ☐ Formal approvals/voting
- ☐ Briefings/workflows
- ☐ Inbound intelligence email
- ☐ Governance audit/export
- ☐ Other: ☐

3. Data subjects and categories

Identify the people likely to appear in the material. Distinguish routine governance participants from people who may only be referred to incidentally.

Category	In scope?	Minimisation / reason
Board/committee members and executives	☐	☐
Employees/workers	☐	☐
Complainants/whistleblowers	☐	☐
Individuals referred to incidentally in governance material	☐	☐
Children/vulnerable people referred to incidentally	☐	☐

Category	In scope?	Minimisation / reason
Other members of the public	☐	☐

4. Lawful basis and special-category conditions

Article 6 basis/bases: ☐

Article 9 condition where special-category information is processed: ☐

Criminal-offence condition where applicable: ☐

Sector-specific authority/policy: ☐

5. Transcription and endpoint decision

For managed browser/OS transcription, record the organisation's approved browser/device policy. The browser/OS provider may process speech under its own arrangements and is not automatically an ADEPTABLE subprocessor.

Approved browser/device environment: ☐

Meeting categories excluded from transcription: ☐

Participant notice process: ☐

6. AI processing decision

Which categories of governance content may be sent through BoardCue cloud AI? ☐

Which content must be excluded from AI processing? ☐

How will users verify source evidence against AI interpretation? ☐

7. Access and MFA

Organisation administrators: ☐

Committee-specific access: ☐

MFA required for all organisation users? ☐ Yes ☐ No

Joiner/mover/leaver and periodic access-review process: ☐

8. Retention, exit and deletion

Data class	Customer retention rule	Reason
Board papers	☐	☐
Minutes	☐	☐
Transcripts	☐	☐
AI outputs	☐	☐
Actions/decisions	☐	☐
Approvals/votes	☐	☐
Audit history	☐	☐

Will the Full Organisation Exit workflow form part of the order form? ☐ Yes ☐ No

If yes: confirm 14-day read-only export window, then active-system deletion, subject to verified deployment implementation. ☐

9. Supplier evidence reviewed

- ☐ Privacy Policy and DPA
- ☐ Master Product DPIA
- ☐ Subprocessor and Data Flow Register
- ☐ Security and IG Overview
- ☐ Retention Schedule
- ☐ Supabase production region and enterprise backup evidence

- ☐ direct Google Cloud Vertex AI and OpenAI API services assurance/transfer evidence
- ☐ Penetration-test/Cyber Essentials evidence where available
- ☐ **Sector-specific assurance evidence where relevant to the customer's industry or regulatory environment**

10. Decision

- ☐ Approved
- ☐ Approved subject to actions
- ☐ Pilot only
- ☐ Not approved
- ☐ ICO consultation required

Decision rationale: ☐

Outstanding actions / owners / dates: ☐