**GREAT ASHFIELD PARISH COUNCIL**

**RISK ASSESSMENT FOR COMPLIANCE WITH DATA PROTECTION LEGISLATION**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DUTIES/TAKS** | **HAZARDS IDENTIFIED** | **PEOPLE AT RISK**  **E C P V** | | | | **CONTROL MEASURES** | **RISK RATING**  **I L R Risk** | | | |
| **Subject Access**  **Request (SAR)** | Not answered within  Time limits.  Request not correctly identified.  Request does not  Have sufficient  Information. |  | **x** | **x** |  | * SAR policy to be implemented. * To follow SAR procedure as adopted. * All potential issues to be reported to Council. * Information, if available, to be released to subject   submitting request in form of letter. | 3 | 1 | L | Maintain  Existing control measures |
| **Data Breach** | Personal data falls into the hands of a third party | **x** | **x** | **x** | **x** | * Data Impact Assessment carried out. * Hard copy data stored securely * Laptop password protected & encrypted | 4 | 2 | M | Maintain existing control measures |
| **Data Breach** | Publishing of personal data in minutes or on website. | **x** |  | **x** | **x** | * All Councillors to review minutes once received in draft form. * Avoid including any personal information in the minutes or other documents which are maintained in the public domain. * Use terminology such as resident or member of the public. | 4 | 2 | M | Maintain existing control measures |
| **Data Breach** | Theft or loss of laptop containing personal data | **x** | **x** | **x** | **x** | * Laptop has double encryption – encryption + password protected to gain entry. * Back up of Council data * Safe disposal of IT equipment & printers at end of their life. * All new IT equipment to have appropriate security measures installed | 4 | 2 | M | Maintain existing control measures |
| **Data Breach** | Unauthorised access to Councils emails | **x** | **x** | **x** | **x** | * Laptop & email account passwords only know to Clerk * Passwords to be changed following a breach * Anti-virus/malware software kept up to date on laptop * Operating system kept up to date on laptop | 4 | 2 | M | Maintain existing control measures |
| **Financial** | Financial loss following a data breach |  |  | **x** |  | * Ensure Council has liability cover which covers prosecutions resulting from a data breach * Check insurance renewal each year | 3 | 1 | M | Maintain existing control measures |
| **Financial** | Budget for GDPR & data protection |  |  | **x** |  | * Ensure Council has sufficient funds to meet the requirements of the new regulations both for equipment & data security * Ensure budget is reassessed annually | 3 | 1 | L | Maintain existing control measures |
| **General Risks** | Loss of third party data due to lack of understanding of the risk/need to protect it | **x** | **x** | **x** | **x** | * Ensure that all staff and councillors have received adequate training and are aware of the risks | 4 | 2 | M | Maintain existing control measures |

**People at Risk Key: E = Employees; Risk Rating: H =High**

**C = Commercial; M = Medium**

**P = Public; L = Low**

**V = Volunteers**

**Impact (I): 4 = Severe Likelihood (L):**

**3 = Moderate 4 = Highly likely to happen at some time or in most circumstances**

**2 = Slight 3 = Fairly likely to happen at some time or in most circumstances**

**1 = Negligible 2 = It is unlikely to, but could happen at some time**

**1 = May only occur in exceptional circumstances**