

**GREAT ASHFIELD PARISH COUNCIL**

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

DUTIES/TAKS	HAZARDS IDENTIFIED	PEOPLE AT RISK				CONTROL MEASURES	RISK RATING			
		E	C	P	V		I	L	R	Risk
<b>Subject Access Request (SAR)</b>	Not answered within Time limits. Request not correctly identified. Request does not Have sufficient Information.		x	x		<ul style="list-style-type: none"> <li>SAR policy to be implemented.</li> <li>To follow SAR procedure as adopted.</li> <li>All potential issues to be reported to Council.</li> <li>Information, if available, to be released to subject submitting request in form of letter.</li> </ul>	3	1	L	Maintain Existing control measures
<b>Data Breach</b>	Personal data falls into the hands of a third party	x	x	x	x	<ul style="list-style-type: none"> <li>Data Impact Assessment carried out.</li> <li>Hard copy data stored securely</li> <li>Laptop password protected &amp; encrypted</li> </ul>	4	2	M	Maintain existing control measures
<b>Data Breach</b>	Publishing of personal data in minutes or on website.	x		x	x	<ul style="list-style-type: none"> <li>All Councillors to review minutes once received in draft form.</li> <li>Avoid including any personal information in the minutes or other documents which are maintained in the public domain.</li> <li>Use terminology such as resident or member of the public.</li> </ul>	4	2	M	Maintain existing control measures
<b>Data Breach</b>	Theft or loss of laptop containing personal data	x	x	x	x	<ul style="list-style-type: none"> <li>Laptop has double encryption – encryption + password protected to gain entry.</li> <li>Back up of Council data</li> <li>Safe disposal of IT equipment &amp; printers at end of their life.</li> <li>All new IT equipment to have appropriate security measures installed</li> </ul>	4	2	M	Maintain existing control measures
<b>Data Breach</b>	Unauthorised access to Councils emails	x	x	x	x	<ul style="list-style-type: none"> <li>Laptop &amp; email account passwords only know to Clerk</li> <li>Passwords to be changed following a breach</li> <li>Anti-virus/malware software kept up to date on laptop</li> <li>Operating system kept up to date on laptop</li> </ul>	4	2	M	Maintain existing control measures

<b>Financial</b>	Financial loss following a data breach			x		<ul style="list-style-type: none"> <li>Ensure Council has liability cover which covers prosecutions resulting from a data breach</li> <li>Check insurance renewal each year</li> </ul>	3	1	M	Maintain existing control measures
<b>Financial</b>	Budget for GDPR & data protection			x		<ul style="list-style-type: none"> <li>Ensure Council has sufficient funds to meet the requirements of the new regulations both for equipment &amp; data security</li> <li>Ensure budget is reassessed annually</li> </ul>	3	1	L	Maintain existing control measures
<b>General Risks</b>	Loss of third party data due to lack of understanding of the risk/need to protect it	x	x	x	x	<ul style="list-style-type: none"> <li>Ensure that all staff and councillors have received adequate training and are aware of the risks</li> </ul>	4	2	M	Maintain existing control measures

**People at Risk Key:** E = Employees;  
C = Commercial;  
P = Public;  
V = Volunteers

**Risk Rating:** H =High  
M = Medium  
L = Low

**Impact (I):** 4 = Severe  
3 = Moderate  
2 = Slight  
1 = Negligible

**Likelihood (L):**  
4 = Highly likely to happen at some time or in most circumstances  
3 = Fairly likely to happen at some time or in most circumstances  
2 = It is unlikely to, but could happen at some time  
1 = May only occur in exceptional circumstances