

HORRINGER-cum-ICKWORTH PARISH COUNCIL

RISK ASSESSMENT FOR COMPLIANCE WITH DATA PROTECTION LEGISLATION

DUTIES/TASKS	HAZARDS IDENTIFIED	PEOPLE AT RISK				CONTROL MEASURES	RISK RATING			Risk
		E	C	P	V		I	L	R	
Subject Access Request (SAR)	Not answered within Time limits. Request not correctly identified. Request does not Have sufficient Information.		x	x		<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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		<ul style="list-style-type: none"> 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		<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Ensure that all staff and councillors have received adequate training and are aware of the risks 	4	2	M	Maintain existing control measures
Passwords	Release of confidential passwords	x	x	x		<ul style="list-style-type: none"> All councillors and RFO control storing of passwords for bank, website, and e-mail boxes 	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

Reviewed February 2024