

Risk Assessment

Workplace/Location: Hollesley		Directorate: Hollesley Parish Council				Date of assessment: 1 st May 2018		Review Date: 1 st May 2019		
Risk Assessors Name: Judi Hallett		Job title: Clerk to Hollesley Parish Council				Risk Assessment For: Compliance with Data Protection Legislation				
DUTIES /TASK	HAZARDS IDENTIFIED	PEOPLE AT RISK				CONTROL MEASURES IN PLACE	RISK RATING			
		E	C	P	V		S	L	R	Risk Adequate
Appointment of a Data Protection Officer	<ul style="list-style-type: none"> DPO may not have correct expertise DPO may not keep up with legislative changes 	✓	✓	✓		<ul style="list-style-type: none"> (Clerk to be appointed as DPO – Voluntary appointment) Clerk to attend all relevant training provided by SALC/LCPAS/ICO Clerk to liaise directly with SALC/LCPAS on all queries 	1	2	L	<i>Maintain existing control measures.</i>
Subject Access Request (SAR)	<ul style="list-style-type: none"> Not answered in time limits Request not identified correctly Request does not have sufficient information in it 		✓	✓		<ul style="list-style-type: none"> DPO to follow SAR Procedures All potential issues reported to UPC and to subject submitting request 	3	1	L	<i>Maintain existing control measures.</i>
Data Breach	<ul style="list-style-type: none"> Personal data falls in to the hands of a third party 	✓	✓	✓	✓	<ul style="list-style-type: none"> Data Impact Assessment carried out Hard copy data stored securely Laptop password protected 	5	1	M	<i>Maintain existing control measures.</i>
Data Breach	<ul style="list-style-type: none"> Publishing of Personal Data in Minutes or on Web Site 	✓		✓	✓	<ul style="list-style-type: none"> All Councillors to review minutes when in draft form Avoid including any personal information in the minutes or other council documents which are in the public domain. Instead of naming a person, say 'a resident/member of the public unless necessary. 	5	1	M	<i>Maintain existing control measures</i>
Data Breach	<ul style="list-style-type: none"> Theft or loss of laptop containing personal data 	✓	✓	✓	✓	<ul style="list-style-type: none"> Password protect Laptop Carry out regular back-ups of council data Ensure safe disposal of IT equipment and printers at the end of their life Ensure all new IT equipment has all security measures installed before use 	5	1	M	<i>Maintain existing control measures</i>
Data Breach	<ul style="list-style-type: none"> Theft or loss of Back-Up Memory Stick 	✓	✓	✓	✓	<ul style="list-style-type: none"> Make all councillors (especially Chair) aware of the risk of theft or loss of devices and the need to take sensible measures to protect them from loss or theft 	5	1	M	<i>Maintain existing control measures</i>

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Data Breach	<ul style="list-style-type: none"> Unauthorised access to Council's e-mails 	✓	✓	✓	✓	<ul style="list-style-type: none"> Laptop and Mail Account Password known only to Clerk Passwords changed following suspected breach Anti-Virus/malware software kept up to date on laptop Operating System up to date on Laptop 	5	1	M	<i>Maintain existing control measures</i>	
Data Breach	<ul style="list-style-type: none"> Theft or loss of details of persons holding exclusive rights of burial in Hollesley New Cemetery 		✓	✓		<ul style="list-style-type: none"> Details held by Clerk securely in home office Any electronic details held on password protected laptop 	4	1	M	<i>Maintain existing control measures</i>	
Web Site maintenance	<ul style="list-style-type: none"> Personal information or photographs published on Web Site 	✓	✓	✓	✓	<ul style="list-style-type: none"> Ensure access is password protected and limited to nominated people Ensure that you have the written consent of the individual (including parental consent if the subject is 17 or under) 	4	2	M	<i>Maintain existing control measures</i>	
Financial	<ul style="list-style-type: none"> Financial Loss following a Data Breach 			✓		<ul style="list-style-type: none"> Ensure that the council has liability cover which specifically covers prosecutions resulting from a data breach and put aside sufficient funds (up to 4% of income) should the council be fined for a data breach Check insurance renewal each year 	5	1	M	<i>Maintain existing control measures</i>	
Financial	<ul style="list-style-type: none"> Budget for GDPR and Data Protection 			✓		<ul style="list-style-type: none"> Ensure the Council has sufficient funds to meet the requirements of the new regulations both for equipment and data security and add to budget headings for the future 	3	1	L	<i>Maintain existing control measures</i>	
General Risks	<ul style="list-style-type: none"> Loss of third party data due to lack of understanding of the risks/need to protect it 	✓	✓	✓	✓	<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	<i>Maintain existing control measures</i>	
People at Risk Key: E = Employees, C = Customers, P = Public, V = Volunteers						Risk Rating: VH = Very High, H = High, M = Medium, L = Low					

Adopted by Hollesley Parish Council at its meeting on: 17th May 2018

Signed:

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 Judi Hallett
 Clerk to Hollesley Parish Council

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 Cllr. Helen Lewis
 Chair of Hollesley Parish Council

Risk Ratings

SEVERITY (S)	
5	Death / disability
4	Major injury - <i>broken bone, unconsciousness – anything that is reportable under RIDDOR</i>
3	Minor injury (<i>Lost time 1 - 3 days</i>) – <i>bruising, sprains, deep cuts</i>
2	Injuries requiring first aid (<i>Lost time < 1 day</i>)
1	Trivial injury (<i>No lost time</i>)- <i>bumps, cuts, abrasions.</i>

LIKELIHOOD (L)	
5	It is expected to happen in most circumstances
4	Will probably occur at some time, or in most circumstances
3	Fairly likely to occur at some time, or in some circumstances
2	It is unlikely to, but could, occur at some time
1	May only occur in exceptional circumstances

Likelihood	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
	1	2	3	4	5	
	Severity					
	Unacceptable Risk					
	High Risk					
	Medium Risk					
	Low Risk					

RISK RATING (R)	ACTION REQUIRED
16+	Unacceptable risk do not proceed
9 -15	Requires Immediate action to reduce risk and maintain at an acceptable level
4 - 8	Precautions to be maintained and managed. Further action to reduce risk to be taken if this can be done cost effectively.
1 - 3	Precautions to be maintained and managed. Further action unlikely to be appropriate.