HORRINGER-cum-ICKWORTH PARISH COUNCIL

RISK ASSESSMENT FOR COMPLIANCE WITH DATA PROTECTION LEGISLATION

DUTIES/TASKS	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
Passwords	Release of confidential passwords	**x**	**x**	**x**		• 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

Review on March 2026 Adopted March 2025