

Snape Parish Council – Data Protection Risk Assessment

Workplace/Location: Snape	Directorate: Snape Parish Council		Date of assessment: 24 September 2024			Review Date: September 2025				
Risk Assessors Name: Marie Backhouse	Job title: Clerk to Snape 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 attend all relevant training provided by SALC/LCPAS/ICO• Clerk to liaise directly with SALC/LCPAS on all queries	1	2	L	Maintain existing control measures.
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">• Clerk to follow SAR Procedures• All potential issues reported to UPC and to subject submitting request	3	1	L	Maintain existing control measures.
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	Maintain existing control measures.
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	Maintain existing control measures.

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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	Maintain existing control measures.
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	Maintain existing control measures.
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	Maintain existing control measures.
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	Maintain existing control measures.

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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	Maintain existing control measures.
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	Maintain existing control measures.
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	Maintain existing control measures.

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 Snape Parish Council at its meeting on: 24 September 2024