

Wacton Parish Council GDPR Risk Assessment document

Area Of Risk	Risk Identified	Risk Level		Management of Risk	Actions Taken	Completed
		H/M/L				
All personal data	Personal data falls into wrong hands	H		Identify what personal data the council holds, why we hold it, who we share it with and how long it is held by the Parish Council under our legal obligations	Data protection Policy	22/03/2018
		H		Identify how we store the data i.e. memory sticks, Laptops, portable hard drives	Data protection Policy	22/03/2018
	Publishing of personal data in minutes and other council documents	H		Avoid publishing any personal data in the minutes of council documents which are in the public domain	Data protection Policy/Standing Orders	22/03/2018 22/03/2018
Sharing of data	Personal data falls into a third parties hands	H		Ensure we share no data with a third party except for local authorities	Data protection Policy	22/03/2018 22/03/2018
Hard copy data	Hard copy data falls into a third parties hands	H		Decide how much hard copy data is held and destroy and personal data which is no longer needed	Data protection Policy	22/03/2018
		H		Ensure that sensitive data is stored securely and kept in Locked Cabinet or room	Data protection Policy	22/03/2018
		M		Ensure that sensitive data is stored securely and ensure desk is cleared at the end of the working day	Data protection Policy	22/03/2018 22/03/2018

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Electronic Data	Theft or loss of laptop, memory stick or hard drive containing personal details	H	Ensure all personal data held is needed and password protected at all times	Data protection Policy	22/03/2018
		H	Carry out Regular back ups	Data protection Policy	22/03/2018
		H	Ensure all new IT equipment has all necessary security measures installed	Data protection Policy	22/03/2018
		H	Make all councillors aware of the risk/theft/loss of data devices and the need to take full security measures to ensure the equipment is not stolen	Data protection Policy/ Internal Training to be done by AA	
Email Security	Unauthorised access to emails	H	Ensure all email accounts are password protected and not shared or displayed publicly	Data protection Policy	22/03/2018
		H	Set up separate Parish council email addresses for councillors and employees	Data protection Policy	22/03/2018
		H	Use blind copy (bcc) to send group emails to people outside the council		22/03/2018
		H	Use encryption for emails that contain personal information	Data protection Policy	22/03/2018
		H	Use cut and paste on emails from members of the public, cut and paste onto a new email if needed to remove all personal information	Data protection Policy	22/03/2018
		H	Do not forward emails on from members of the public, copy and paste as necessary	Data protection Policy	22/03/2018

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		H	Delete emails from members of the public when query has been dealt with and there is no need to keep it	Data protection Policy	22/03/2018
General Internet Security	Unauthorized access to council computers and files	H	Ensure all computers are password protected and the passwords are not shared or physically displayed publicly	Data protection Policy	22/03/2018
		H	Ensure the latest anti-virus software is up to date on councillors computers and firewalls and encryption is installed	Data protection Policy	22/03/2018
		H	Ensure the operating system is up-to-date and updates are regularly installed	Data protection Policy	22/03/2018
		H	Password protect personal and sensitive information folders and databases and ensure that shared drives do not provide personal data and information	Data protection Policy	22/03/2018 22/03/2018
Website Security	Personal information or photographs of individuals published onto the website	H	Ensure you have written/email consent of the individual	Consent Form	22/03/2018
Disposal of IT Equipment	Data falls into the hands of a third party	M	Wipe all hard drives from any computers, laptops and printers or destroy them before disposing of the devices	Data protection Policy	22/03/2018

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Health and safety during Covid-19 or any other pandemic	Infection risk to staff at the workplace	H	<p>Guidance issued and staff being set up to work from home, with new equipment purchased if necessary;</p> <ul style="list-style-type: none"> • Online meetings for staff, Councillors, contractors and members of the public when required • Support system for staff - regular contact via zoom, telephone and WhatsApp group • Review of all cleaning and maintenance duties: e.g. public toilets closed and locked; play areas and fitness equipment closed and taped off • Consider risks for individual grass cutting areas • Consider furlough of staff if not possible to continue safe cleaning/maintenance 	Clerk, Chairman	22/03/2018
Financial Risks	<p>Infection risk to staff and contractors carrying out tasks e.g. cleaning toilets, clearing litter, grass maintenance</p> <p>Financial Loss due to data breach as a result of fines or prosecution. The clerk has access to the Parish Credit Card and it has a limit of £750 for any one transactions All transactions are agreed with councillors and is shown on the financial report under the correct heading</p>	H	<p>Ensure the council has liability cover which specifically covers prosecution resulting from a data breach.</p>	Data protection Policy	22/03/2018

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	Budget for GDPR and data Protection	H	Ensure the council has sufficient funds to meet any issues with fines and or prosecution for a data breach	Data protection Policy	22/03/2018
VAT	The clerk undertakes to reclaim the VAT that the Parish Council has incurred on paymnets	M	The clerk undertakes to reclaim the VAT that the Parish Council has incurred on paymnets and this is done at least 4 times a financial yer	Financial Regs	22/03/2018
General Risks	Loss of third party data due to lack of understanding of the risks/need to protect	M	Ensure that all staff and councillors are fully aware of their responsibilities	Data protection Policy	22/03/2018
	Filming and recording of meetings	M	If the meetings are closed due to the discussion of confidential information (i.e. Salaries/Disciplinary matters) ensure no phones or recording devices have been left in the room by member of the public	Data protection Policy/Standing orders	22/03/2018
SAM 2 Machine	Uploading of data and moving to regular spots for catching data	H	The clerk will downlaod the SAM 2 machine via bluettoth link to email to parish laptop. When moving and resiting the SAM 2 machine this will be carried out by the clerk and one councillor taking necessary hazards into account	Data protection policy/ Health and saftey policy	22/03/2024