

## Acton Burnell, Frodesley, Pitchford, Ruckley & Langley Parish Council

### GDPR RISK ASSESSMENT

Area of risk	Risk Identified	Impact	Management of risk	Risk Level
All personal data	Personal data falls into hands of a third party	L	<ul style="list-style-type: none"> <li>• Undertake annual data audit and update Data Processing Log for details of what, why, how and for how long data is stored and who it is shared with.</li> <li>• Identify how we store personal data. Examples include paper files, databases, electronic files, laptops, mobile phones, and portable devices such as memory sticks or portable hard drives.</li> <li>• Undertake a data impact assessment before collecting/storing data in new ways. For example using new cloud storage, developing online forms, or collecting information for mailing lists.</li> </ul>	L
All personal data	Publishing of personal data in the minutes and other Parish Council documents	L	<ul style="list-style-type: none"> <li>• Avoid including any personal information in the minutes or other Parish Council documents which are in the public domain unless absolutely necessary. Personal names to be replaced with 'resident/member of the public' when possible</li> </ul>	L
Sharing of data	Personal data falls into hands of a third party	L	<ul style="list-style-type: none"> <li>• Identify if the council shares personal data with any other organisations, for example other local authorities? If yes, the council may need to set up a written agreement with the organisation to ensure that they protect the data once passed to them.</li> <li>• Ensure that no personal data is shared with other organisation unless with expressed consent.</li> </ul>	L
Hard copy data	A hard copy of data falls into hands of a third party	L	<ul style="list-style-type: none"> <li>• Decide how much of the personal data held is necessary. Destroy personal data which is no longer needed in line with the Document Retention Policy.</li> <li>• Ensure that sensitive personal data is stored securely in a locked cabinet when not in use.</li> <li>• Clerk to schedule a periodic data review and destroy personal data which is no longer needed in line with the retention policy.</li> </ul>	L
Electronic data	Theft or loss of a laptop, memory stick or hard drive containing personal data	M	<ul style="list-style-type: none"> <li>• Ensure that all devices are password protected.</li> <li>• Make all Parish Councillors aware of the risk of theft or loss of devices and the need to take sensible measures to protect them from loss or theft.</li> <li>• Carry out regular back-ups of Parish Council data.</li> <li>• Access to OneDrive for back up of Parish Council documents is restricted to the Clerk.</li> </ul>	L

## Acton Burnell, Frodesley, Pitchford, Ruckley & Langley Parish Council

Area of risk	Risk Identified	Impact	Management of risk	Risk Level
			<ul style="list-style-type: none"> <li>Ensure safe disposal of IT equipment and printers at the end of their life</li> <li>Ensure all new IT equipment has all security measures installed before use</li> </ul>	
Email security	Unauthorised access to Parish Council emails.	M	<ul style="list-style-type: none"> <li>Ensure that email accounts are password protected and that the passwords are not shared or displayed publicly</li> <li>Parish Council email addresses provided for Parish Clerk and Parish Councillors and Parish Councillors are recommended not to use personal email addresses for Parish Council business.</li> </ul>	L
Email security	Unauthorised sharing of public information	L	<ul style="list-style-type: none"> <li>Do not forward on emails from members of the public unless permission has been received to do so. If necessary, copy and paste information into a new email with personal information removed.</li> <li>Use blind copy (bcc) to send group emails to people outside the Parish Council</li> </ul>	L
General internet security	Unauthorised access to computers and files where Parish Council information is accessed/stored	L	<ul style="list-style-type: none"> <li>All electronic devices used to access emails/Parish Council information (including Parish Councillors) should be password protected and that the passwords are not shared or displayed publicly.</li> <li>Ensure that all computers have up-to date anti-virus software, firewalls and file encryption is installed.</li> <li>Ensure that the operating system on all computers is up-to-date and that updates are installed regularly</li> </ul>	L
Website security	Personal information or photographs of individuals published on the website	L	<ul style="list-style-type: none"> <li>Ensure that you have the written consent of the individual including parental consent if the subject is 18 or under)</li> <li>Ensure subject access rights are regularly reviewed</li> </ul>	L
Disposal of computers and printers	Data falls into the hands of a third party	L	<ul style="list-style-type: none"> <li>Wipe the hard drives from computers, laptops and printers or destroy them before disposing of the device</li> </ul>	L
Financial Risks	Financial loss following a data breach as a result of prosecution or fines	H	<ul style="list-style-type: none"> <li>Ensure that the Parish 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 Parish Council be fined for a data breach.</li> <li>Keep a record of any breaches and report if necessary in line with ICO guidelines</li> </ul>	L
Financial Risks	Budget for GDPR and Data Protection	L	<ul style="list-style-type: none"> <li>Ensure the Parish 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.</li> </ul>	L

## Acton Burnell, Frodesley, Pitchford, Ruckley & Langley Parish Council

Area of risk	Risk Identified	Impact	Management of risk	Risk Level
			<ul style="list-style-type: none"> <li>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.</li> </ul>	
General risks	Loss of third-party data due to lack of understanding of the risks/need to protect it	L	<ul style="list-style-type: none"> <li>Ensure that the Parish Clerk and Councillors have received adequate training and are aware of the risks.</li> <li>Review data protection policies and documents annually to check whether legislation /requirements have changed.</li> </ul>	L
General risks	Filming and recording at meetings	L	<ul style="list-style-type: none"> <li>If a meeting is closed to discuss confidential information (for example salaries, or disciplinary matters), ensure that no phones or recording devices have been left in a room by a member of the public.</li> </ul>	L

L = Low

M = Medium

H = High

This Risk Assessment was considered by Council at Agenda item: 26.5.36 12 May 2026 and will be reviewed again in 12 months.

**Signed:**  
**Chairman**

**Date:**