

Kirton & Falkenham Parish Council Risk Assessment Record

Area: Data Privacy (GDPR) & Cyber security
Persons at Risk: Data subjects; Parish Council;
Councillors & Officers

Assessor: G.Walker
Date: 8/11/23

Risk	Likelihood + Severity = Risk Rating		
1. Inappropriate capture of Personal data	2	2	4
2. Inappropriate capture of Sensitive Personal Data	1	3	4
3. Inappropriate storage of Personal data	2	2	4
4. Inappropriate storage of Sensitive Personal Data	1	3	4
5. Illegal use of Personal data	1	3	4
6. Illegal use of Sensitive Personal Data	1	3	4
7. Failure to respond to SAR in relevant manner	1	3	4
8. Cyber security (malware etc)	2	2	4

A risk rating of 5 or more requires further action

No.	Present Control Measures	Adequate	Suggested Improvements
1.	Policies in place as per ICO guidance	Y	
2.	Register of data processing activities in place	Y	
3.	SAR procedure & contacts on PC website	Y	
4.	Councillors & Officers briefed on GDPR	Y	
5.	Confirmation that Data Processors are	Y	
6.	Councillors/Officers trained	Y	
7.	Check of adequacy of malware protection	Y	See below

Further action and recommendations

None. Ratings of risks 6 & 8 reduced following update of Data Protection & Information Management Policy in line with the NALC "Good Councillor's Guide To Cyber Security" 2021. Briefing/refresher to PC undertaken April 23

Review date: ___11/24___ Signed: *G Walker*

Risk rating scores

Probable likelihood

1. Improbable
2. Possible
3. Occasional
4. Frequent
5. Regular

Severity

1. No impact
2. Minor impact (no legal consequences)
3. Major impact (legal consequences under £5k and/or reprimands to staff/Councillors)
4. Highly Significant impact (legal consequences above £5k and/or dismissal of staff/Councillors)

6. Common