

## Risk Assessment

Workplace/Location: Ufford		Directorate: Ufford Parish Council				Date of assessment: 2 <sup>nd</sup> January 2026		Review Date: 2 <sup>nd</sup> January 2027		
Risk Assessors Name: Judi Hallett		Job title: Clerk to Ufford 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"> <li>DPO may not have correct expertise</li> <li>DPO may not keep up with legislative changes</li> </ul>	✓	✓	✓		<ul style="list-style-type: none"> <li>Clerk appointed as DPO – Voluntary appointment</li> <li>Clerk to attend all relevant training provided by SALC/ICO</li> <li>Clerk to liaise directly with SALC on all queries</li> </ul>	1	2	L	<i>Maintain existing control measures.</i>
Subject Access Request (SAR)	<ul style="list-style-type: none"> <li>Not answered in time limits</li> <li>Request not identified correctly</li> <li>Request does not have sufficient information in it</li> </ul>		✓	✓		<ul style="list-style-type: none"> <li>DPO to follow SAR Procedures</li> <li>All potential issues reported to UPC and to subject submitting request</li> </ul>	1	1	L	<i>Maintain existing control measures.</i>
Data Breach	<ul style="list-style-type: none"> <li>Personal data falls in to the hands of a third party</li> </ul>	✓	✓	✓	✓	<ul style="list-style-type: none"> <li>Data Impact Assessment carried out</li> <li>Hard copy data stored securely</li> <li>Laptop password protected</li> </ul>	2	1	L	<i>Maintain existing control measures.</i>
Data Breach	<ul style="list-style-type: none"> <li>Publishing of Personal Data in Minutes or on Web Site</li> </ul>	✓	✓	✓	✓	<ul style="list-style-type: none"> <li>All Councillors to review minutes when in draft form</li> <li>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 absolutely necessary.</li> </ul>	2	1	L	<i>Maintain existing control measures</i>
Data Breach	<ul style="list-style-type: none"> <li>Theft or loss of laptop containing personal data</li> </ul>	✓	✓	✓	✓	<ul style="list-style-type: none"> <li>Laptop password protected and locked away when Clerk is away</li> <li>Constant back-ups of council data</li> <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>	2	1	L	<i>Maintain existing control measures</i>
Data Breach	<ul style="list-style-type: none"> <li>Theft or loss of Back-Up Memory Stick</li> </ul>	✓	✓	✓	✓	<ul style="list-style-type: none"> <li>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</li> </ul>	2	1	L	<i>Maintain existing control measures</i>

DUTIES /TASK	HAZARDS IDENTIFIED	PEOPLE AT RISK				CONTROL MEASURES IN PLACE	RISK RATING				
		E	C	P	V		S	L	R	Risk Adequate	
Data Breach	<ul style="list-style-type: none"> <li>Unauthorised access to Council's e-mails</li> </ul>	✓	✓	✓	✓	<ul style="list-style-type: none"> <li>Laptop and Mail Account Password known only to Clerk and regularly changed</li> <li>Passwords changed following suspected breach</li> <li>Anti-Virus/malware software kept up to date on laptop</li> <li>Operating System up to date on Laptop</li> <li>Systems updated to gov.uk domain in 2025</li> </ul>	2	1	L	Maintain existing control measures	
Web Site maintenance	<ul style="list-style-type: none"> <li>Personal information or photographs published on Web Site</li> </ul>	✓	✓	✓	✓	<ul style="list-style-type: none"> <li>Ensure access is password protected and limited to nominated people</li> <li>Ensure that you have the written consent of the individual including parental consent if the subject is 17 or under)</li> </ul>	2	2	M	Maintain existing control measures	
Financial	<ul style="list-style-type: none"> <li>Financial Loss following a Data Breach</li> </ul>			✓		<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> <li>Check insurance renewal each year</li> </ul>	1	1	L	Maintain existing control measures	
Financial	<ul style="list-style-type: none"> <li>Budget for GDPR and Data Protection</li> </ul>			✓		<ul style="list-style-type: none"> <li>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</li> </ul>	1	1	L	Maintain existing control measures	
General Risks	<ul style="list-style-type: none"> <li>Loss of third party data due to lack of understanding of the risks/need to protect it</li> </ul>	✓	✓	✓	✓	<ul style="list-style-type: none"> <li>Ensure that all staff and councillors have received adequate training and are aware of the risks</li> </ul>	1	2	L	Maintain existing control measures	
<b>People at Risk Key:</b> E = Employees, C = Customers, P = Public, V = Volunteers						<b>Risk Rating:</b> H = High, M = Medium, L = Low					

Adopted by Ufford Parish Council at its meeting on: 20<sup>th</sup> January 2026

Signed:

*J Hallett*

Judi Hallett  
Clerk to Ufford Parish Council

*D Findley*

Cllr. David Findley  
Chair of Ufford Parish Council

