Data Protection

Scoring note :	Low = 1
	Medium = 2
	High = 3

Risk Assessment Review 2017

Review cycle - Annually and whenever a significant change occurs.

Hazard	Control	Likelihood of occurrence	Impact on Council	Risk Value
Failure to manage inappropriate data on the Councils computer	The Clerk controls access to the Council's computer. The Clerk ensures all inappropriate, personal and out of date information is deleted from the computer in line with GDPR regulations and guidance in force and applicable to data retention.	Low	Medium	2
Breach of Confidentiality	The Parish Council are registered with the Information commissioner. The Parish Council has a guide to proactively published information (GPPI) on its website which clearly states the level of information available for public inspection. Any breach of data protection will be given due attention. Any minutes deemed confidential are only distributed to Parish Councillors. Any requests received under Data Protection Act or Freedom of Information Act are dealt with within the timescales set out in the relevant legislation. In accordance with GDPR principles only current relevant personal data is retained. An information audit has been completed and all out of date or personal information has been reviewed and destroyed where appropriate.	Low	Medium	2

Reviewed 9 November 17 (updated 29/3/18)

Completed by :.....
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