

Filkins & Broughton Poggs Parish Council - Data Protection Risk Assessment 2026

What is the risk ALL RISKS ARE CONSIDERED LOW	Procedure	Actions	Responsibility	Frequency	Impact
Risk of claim under data protection act and prosecution by ICO	Councillors to be trained on data usage practices	Data Protection risk policy is adopted. Document retention policy reviewed regularly	Clerk	Policy to be updated or readopted annually.	Impact assessed on individual basis
Email misuse. Council emails received on private email address may be read by family members or forwarded to non-council officials. Private email addresses are difficult to control.	Generic email addresses supplied to Councillors password protected.	Generic email addresses for councillors	Clerk	Generic emails are allocated on election or co-option of Councillors.	Impact assessed on individual basis
Portable devices containing Council information may be stolen	All portable devices used by Councillors and Clerk for Council purposes recommended to be encrypted	Councillors and Clerk responsible for arranging their own device encryption	Device owner	New Councillors will need to be advised upon election	Impact assessed on individual basis
Retention of personal/confidential data unnecessarily leading to prosecution by ICO	Data retention policy in place and reviewed. All data held by Clerk and Councillor needs to be reviewed and discarded in line with the document retention policy.	Document retention policy to be reviewed regularly by the Parish Council	Councillors	Annually but also as required	Impact assessed on individual basis
Parish Council IT equipment compromised leading to breach of data protection regulations	Parish Council laptop Virus protection to be kept up to date and monitored by Clerk	Clerk to ensure laptop is up to date	Clerk	Annual	Impact assessed on individual basis
Clerk/Councillors not adhering to data protection policy by sharing Council information inappropriately	Councillors held to account by Code of Conduct. Clerk held to account by employee Code of Conduct.	Code of Conduct reviewed in line with Local Authority	Clerk	Following Election of Councillors Code of Conduct supplied to new Cllr.	Impact assessed on individual basis
Office Laptop Security Breach	Laptop is password protected and back up taken monthly to hard drive.	Clerk to ensure laptop and hard drive are password protected	Clerk	Annual	Impact would be high if security breached.

Adopted by Filkins & Broughton Poggs Parish Council

Date _____

Signed _____