

Risk ID	Risk Description	Likelihood (Low/Med/High)	Impact (Low/Med/High)	Overall Risk Rating
DP01	Councillors using personal email accounts for council business	Medium	High	High
DP02	Loss of laptop containing personal data	Low	High	Medium
DP03	Data breach from sending email to wrong recipient	Medium	Medium	Medium
DP04	Insecure disposal of personal data (paper records)	Low	High	Medium
DP05	Data retention beyond lawful period (e.g. old grant applications)	Medium	Medium	Medium
DP06	Hacking of council website forms (e.g. contact us)	Low	High	Medium

DOCUMENT HISTORY

Version number	
Responsible Committee	Full Council
Approval by	Full Council
Date of approval/adoption	Nov-25
Maximum review period	
Date for next review	Nov-26

Change History	
Last version to 1.0	

Mitigation / Controls in Place	Further Action Required	Responsible Officer	Review Date
Councillors advised to use official council email addresses	Provide training and enforce policy	Clerk	Jan-25
Laptop password-protected; anti-virus software installed	Consider encryption or cloud-based secure storage	Clerk (as RFO)	Jan-25
Clerk double-checks email addresses before sending; use "BCC" for bulk emails	Provide GDPR refresher training	Clerk	Jan-25
Shredder available for office use	Review retention & disposal policy annually	Clerk	Jan-25
Retention policy in place	Create an annual disposal schedule	Clerk/RFO	Jan-25
Hosting company provides firewall and SSL certificate	Annual IT security review	Clerk & IT provider	Jan-25