

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: 3/3/26

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 and	Y	
6.	Councillors/Officers trained	Y	
7.	Check of adequacy of malware protection	Y	See below

Further action and recommendations

None.

Data Protection & Information Management Policy updated (and briefed to Councillors) in line with revised NALC guidelines – Nov 25. Clerk email & website migrated to gov.uk in March 25

Review date: 04/27 Signed: G Walker

Risk rating scores

Probable likelihood

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

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)

5. Regular
6. Common