**ASTLEY PARISH COUNCIL**

**IT & Information Security Risk Assessment**

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**1. Purpose**

This document identifies reasonably foreseeable risks relating to the Council's information technology and electronic communications and sets out proportionate control measures.

This assessment shall be reviewed periodically or following any significant change in equipment or working arrangements.

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**2. Risk Assessment Table**

| Ref | Risk Identified | Likelihood | Impact | Existing Controls | Further Action Required |
|---|---|---|---|---|---|
| 1 | Loss or theft of Council laptop | Low | Moderate | Password protected; kept securely; not left unattended in public; used only by Clerk or nominated Councillor (in emergency) | None at present |
| 2 | Unauthorised access to Council laptop | Low | Moderate | Strong password; antivirus; firewall; system updates enabled | Ensure password reviewed periodically |
| 3 | Malware or phishing via email | Moderate | Moderate | Antivirus installed; Clerk exercises caution with attachments; official email account used | Ongoing awareness |
| 4 | Loss of Council data due to device failure | Low | Moderate | Regular backups to secure cloud or encrypted media | Confirm backups completed periodically |

| Ref | Risk Identified | Likelihood | Impact | Existing Controls | Further Action Required |
|---|---|---|---|---|---|
| 5 | Loss or theft of basic mobile phone | Low | Low | PIN enabled (if supported); device kept securely; SIM can be cancelled | None at present |
| 6 | Personal data retained unnecessarily via SMS | Low | Low | No ability to record messages, texts to be deleted when no longer needed | Clerk oversight |
| 7 | Personal email used for Council business | Low | Moderate | Policy requires use of official Council email for Clerk | Monitor compliance |
| 8 | Data breach requiring ICO notification | Very Low | Moderate | Limited data held; proportionate safeguards in place | Chair and Clerk to review if incident occurs |

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**3. Overall Risk Evaluation**

The Council holds limited electronic data and operates with minimal IT infrastructure. The overall information security risk level is assessed as:

**LOW**, provided that existing safeguards are maintained.

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**4. Control Measures Summary**

The Council's proportionate safeguards include:

- Password protection on laptop
- Antivirus and system updates enabled
- Regular data backups
- Secure storage of equipment
- Official email use for Council business by Clerk
- Limited functionality of mobile phone

- Prompt reporting of loss or suspected breach

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**5. Incident Procedure**

In the event of loss, theft, or suspected data breach:

1. The Clerk shall inform the Chair immediately.
2. Access credentials shall be changed where appropriate.
3. The mobile provider shall be contacted if relevant.
4. The Council shall assess whether the incident constitutes a personal data breach.
5. The Council shall determine whether reporting to the Information Commissioner's Office is required.

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**6. Review**

This Risk Assessment shall be reviewed:

- Annually, or
- Following acquisition of new IT equipment, or
- Following any security incident.

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**Adoption**

**Resolved:**
That this IT & Information Security Risk Assessment was approved by Parish Council at a meeting held on:

Date: _____

Minute Reference: _____

Signed: _____
Chair of the Council

Signed: _____
Clerk / Responsible Financial Officer

Review Date: _____