

Company name: Bright Path Mediation
Assessment carried out by: Emma Whitehouse
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Risk	Likelihood	Impact	Controls in Place	Further Action Required
Unauthorised access to client data	Medium	High	<ul style="list-style-type: none">- Access restricted to relevant staff only- Strong passwords and two-factor authentication	Regular review of user access permissions
Data loss through system failure or accidental deletion	Low	High	<ul style="list-style-type: none">- Daily automated backups- Cloud-based storage with version history- Staff trained in safe data handling	Implement quarterly backup checks and recovery drills
Inadequate data retention or deletion processes	Medium	Medium	<ul style="list-style-type: none">- Data is reviewed regularly and deleted when no longer needed- Retention schedule in place	Schedule an annual data audit
Personal data shared without consent or lawful basis	Low	High	<ul style="list-style-type: none">- Clear privacy notices in place- Staff trained in lawful data sharing practices	Review privacy notice annually to ensure clarity and transparency
Failure to conduct appropriate DBS checks for staff and volunteers	Low	High	<ul style="list-style-type: none">Safeguarding policy in place- Roles requiring DBS clearly identified- Checks carried out prior to Safeguarding lead in place	<ul style="list-style-type: none">Maintain a DBS register and renewal scheduleEnsure ongoing safeguarding trainingAnnual policy