

**West Dereham Parish Council
Risk Management Record**

Serial	9	Risk Category	Reputational
Date Identified	13 March 25	Live / Archived	Live
Risk Description			
<p>PC records and data loss due to lack of softcopy information back-up for laptop. The electronic records for the PC are currently stored on the PC laptop, with a single thumb drive as a back-up. There is no agreed process for data back-up and the thumb drive provides limited capacity.</p> <p>Risk may be from laptop loss, thumb drive loss or corruption, or cyber-attack that instigates ransomware.</p>			
Risk Impact			
<p>Reputational damage due to lost records and data, with potential financial implications through action by the ICO. Record of PC decisions, actions, plans, and financial management would be reliant on any legacy hard copy printouts.</p> <p>Depending scale of loss, significant work would be required to recover complete records</p>			
Likelihood		Severity	
3. 50% likely		5. Legal implications	
			Risk Score 15
Mitigation Measures			
<p>Purchase 2 plug-in hard drives to provide a regular monthly back-up to PC records and data. Current thumb drive is limited in capacity and easier to lose than a more substantial plug-in hard drive.</p> <p>Each hard drive to be kept securely in separate locations to reduce risk of loss or damage. If a cyber-attack is experienced, records and data must not be backed up until cyber threat is negated. This means that records and data are only ever 1 month in lag at the time of loss or attack.</p> <p>Alternative solution to use Cloud based storage to back-up files.</p>			
Post Mitigation Likelihood		Post Mitigation Severity	
1. Unlikely		1. Negative questions	
			Post Mitigation Risk Score 1
Post Mitigation Management Statement			
<p>The risk of records and data loss has been reduced to an acceptable level. This mitigation measure requires additional workflow effort by the Clerk which needs training, and any additional time taken to be allowed for in routine tasks.</p> <p>Access to cloud based storage is recommended for data back-up as an easier process. This is likely to incur additional costs and IT implementation.</p>			
Management Decision			
Accept Risk. PC agreed to take additional protection methods for records and data. Clerk to assess the cost of additional plug-in hard drives.			
Responsible	PC		
Accountable	Clerk		
Consulted	IT Services Provider		
Informed	Parish record		
Review Date	Annually		

Last updated 9 Jan 26

**West Dereham Parish Council
Risk Management Data**

Risk category	Likelihood	Severity
Safety	1. Unlikely 2. 25% likely 3. 50% likely 4. 75% likely 5. Certain	1. Minor injury 2. Requires treatment 3. Major injury 4. Single fatality 5. Multiple fatalities
Financial	1. Unlikely 2. 25% likely 3. 50% likely 4. 75% likely 5. Certain	1. £100 Risk 2. £1000 Risk 3. £5,000 Risk 4. £50,000 Risk 5. £100,000 Risk
Reputational	1. Unlikely 2. 25% likely 3. 50% likely 4. 75% likely 5. Certain	1. Negative questions 2. Written complaints 3. Complaints to BC 4. Negative publicity 5. Legal implications

Likelihood	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	5	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		Severity				

Decisions

- Accept
- Transfer
- Escalate
- Avoid