

## Swainsthorpe Parish Council GDPR compliance Risk Assessment

This document is intended to guide Parish Councillors in their role as Data Controllers and the Parish Clerk in the role of Data Processor.

	Hazard	Risk Rating	Risk Identified	Mitigation	Action
1	Ensuring Compliance with GDPR	Medium / High	Risk to personal reputation Holding excessive data Fine / Compensation Time to comply	Secure Storage Record Management Training Data Protection Policy Robust Information Audit	Creation of checklist for compliance Recording in minutes of all formal decision that are made Issue of Privacy Notice Adhering to policy management procedure, Destruction of Records and Retention of documents