

Appendix 1 - NWDC Risk Assessment – Data Security

No.	Risk to meeting objectives	Impact	Risk Owner(s)	Current Risk Rating			Control Measures (Actions)	Target Date	Control Owner
				L	I	R			
1	Loss of bulk electronic transfer of Housing Benefit Data to the Department of Work and Pensions	Potential fraudulent use of data. Council reputation. Possible financial claim against council.	Jackie Tavener	1	4	4	Special encryption software supplied by DWP now in place. Awaiting agreed usage and process from DWP.	April 08	Julie Coombs
2	Loss of delivery of annual Housing Benefit notifications to the councils approved printers	Council reputation.	Jackie Tavener	1	3	3	New secure data upload routines have been implemented	April 08	Julie Coombs
3	Loss of payroll information (payslips, P60's etc) received from WCC (NWDC payroll service provider).	Potential fraudulent use of data.	Elaine Orchard	1	3	3	Risk has been reduced by requiring data to be sent by special delivery.	April 08	Alison Thake
4	Loss of payroll information sent to WCC	Potential fraudulent use of data.	Elaine Orchard	1	3	3	Risk has been reduced by requiring data to be sent by special delivery.	April 08	Alison Thake

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5	Loss of data transferred as part of the transition to the new council	Potential fraudulent use of data. Council reputation.	CMB / Team Managers	1	2	2	Ensure data is transferred securely between councils/departments. Ensure handover/backup processes are in place where staff leave before vesting day	May 08	CMB / Team Managers
6	Loss of portable data devices containing sensitive data (e.g. USB sticks, CD's)	Potential fraudulent use of data. Council reputation.	Pete Barnett	2	3	6	Data encryption software being tested prior to implementation	May 08	John Manley