

RISK ASSESSMENT DATA PROTECTION

Date of Risk Assessment	Initial Assessment September 2021
Review Date	Yearly unless changes occur
Assessment Completed By	Committee members

What are the hazards	Hazard level	Who might be harmed and potential consequences	What controls are in place	What further action is necessary	Action by who and by when	Date completed and sign	Final hazard level
Breach of personal and confidential information	Low	Hirers Committee members Contractors BPC	All records are held securely. Paper records held in a locked filing cabinet Electronic records held securely on individual laptop with password access Only necessary records are held Shredding of unwanted records Records shared only on a need to know basis with				Low

			<p>all hirer details confidential. Records are held for a length of time identified in the GDPR and the Data Protection Act 2018</p> <p>Health and Safety records to be maintained for any inspection</p>				
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