

Risk Treatment Option Form : No 6

Risk Treatment – Action Plan					
Description of risk from register:	Risk ID No: 241	Current residual risk score: Likelihood x Impact	2	5	10
Information or data is lost leading to an inability to provide an appropriate service or respond to requests for information.					
Controls already in place as listed on the risk register: All software is removed and hard disks wiped clean by IMD before disposal Documents held in metal filing cabinets in most cases All incendiary sources away from cabinets, only destruction of building should cause such loss Many records held electronically and servers not held on the same floors Staff are encouraged to challenge strangers in secure areas All confidential documents stored in a semi-secure environment Staff aware of arrangements for disposal of confidential waste - including use of shredding equipment Office access controls Non - active case files routinely stored The Council operates a no smoking policy in it's buildings Staff training, policies and management processes regarding the need for confidentiality Corporate Policy for Records Management & Document Retention					
Are these controls operating effectively? Yes (as far as is known)					
Risk Action Plan (All actions listed in priority order)					
Proposed actions to reduce risk using existing resources			New residual risk score ¹		Extra resources required ²
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a. Production & implementation of Information Assurance Policy including: <ul style="list-style-type: none"> Survey of users to baseline scope of the risk Raise staff awareness through further training Investigation into encryption of information Appropriate disposal of electronic & paper-based information b. Production & implementation of the Flexible Working Strategy eg defines usage of mobile devices including USB sticks. NB Assumes funding of Flexible Working MTP bid and subsequent funding of implementation of the Flexible Working Strategy .			1	5	5
Actions requiring additional resources					
1.					
2.					
3.					
4.					
Decision					
Agreed Option:		Implementation Date		Risk Owner	
				Head of IMD	
Decision taken by:			on:		

¹ **New Residual Risk Score:** after the action has been introduced

² **Extra Resources:** only complete if extra resources will be required to allow the proposed action to be introduced e.g. financial costs and staff time