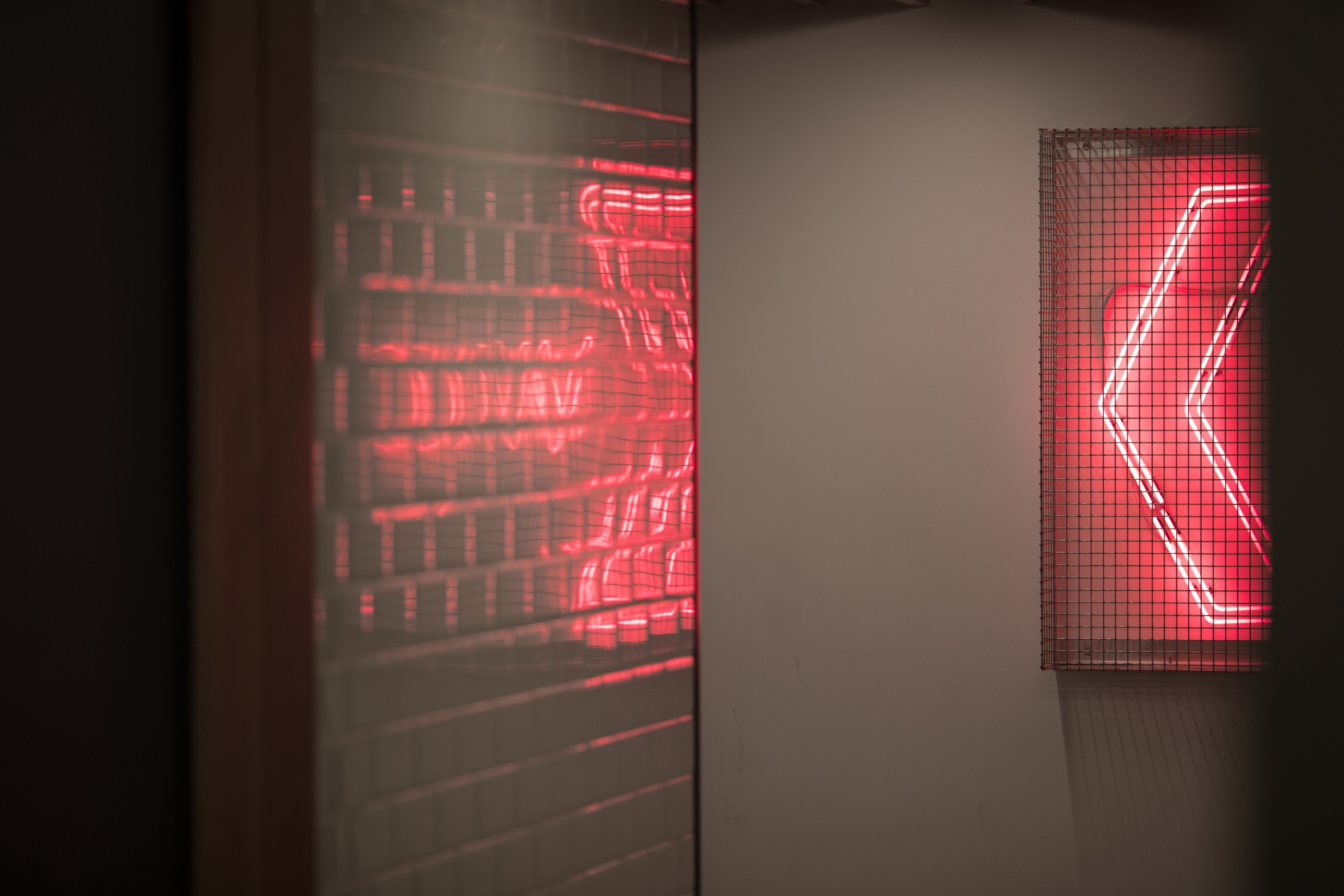


DATA RISK REGISTER



For your general data protection toolkit



**DATA RISK REGISTER**

**The purpose of this document is to record the types of data held within the organisation and consider the associated GDPR compliance risk**



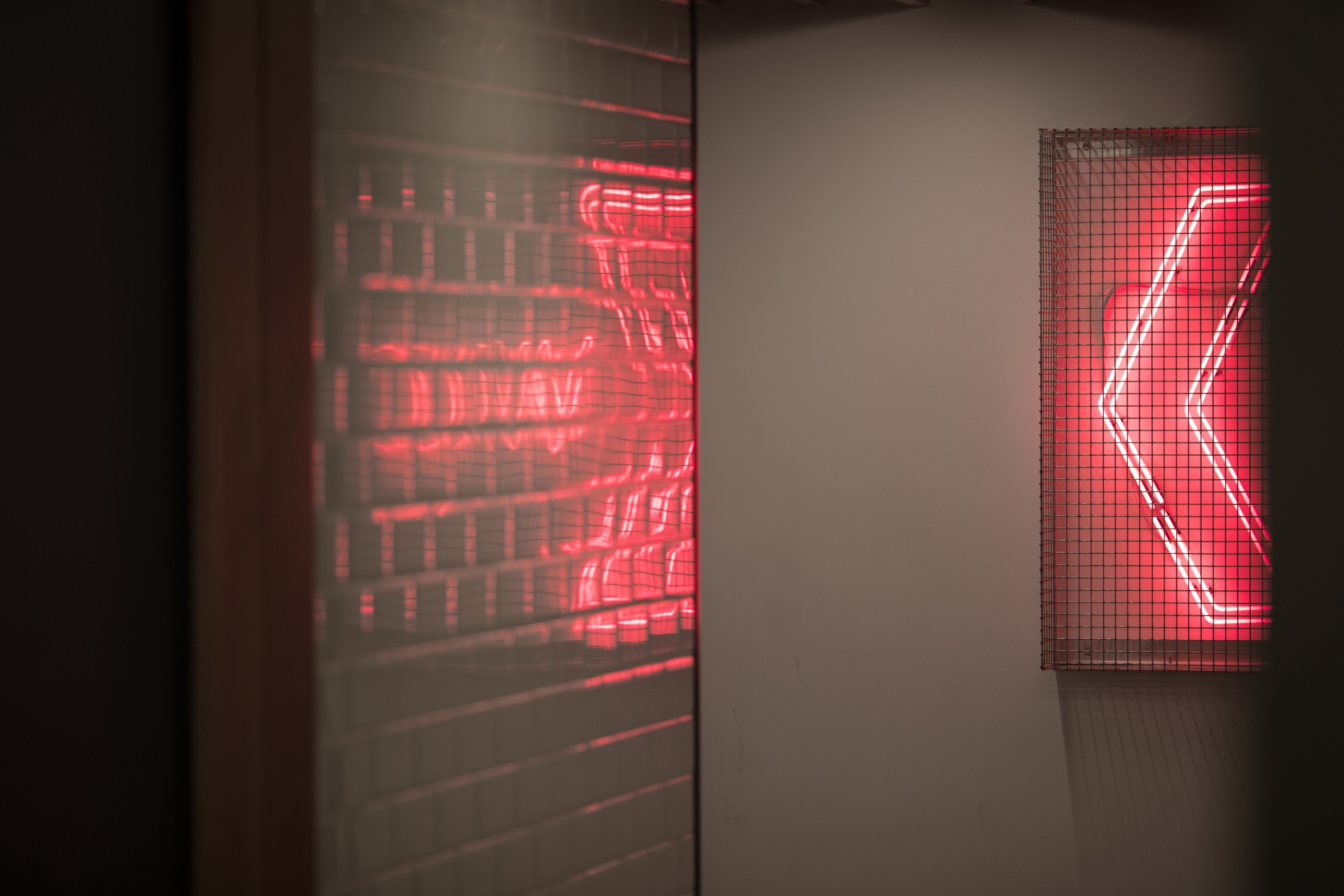
**RISK SCORE**   
Risk **=** IMPACT x PROBILITY   
Impact 🡪 if the risk materialised what is the extent of the impact (1-5)  
Probability 🡪 how likely is it that the risk will materialise (1-5)

COMPLIANCE STRATEGY PHASE 1: PLANNING & ASSESSMENT

**KEY:**SPD – Sensitive Personal Data  
PD – Personal Data

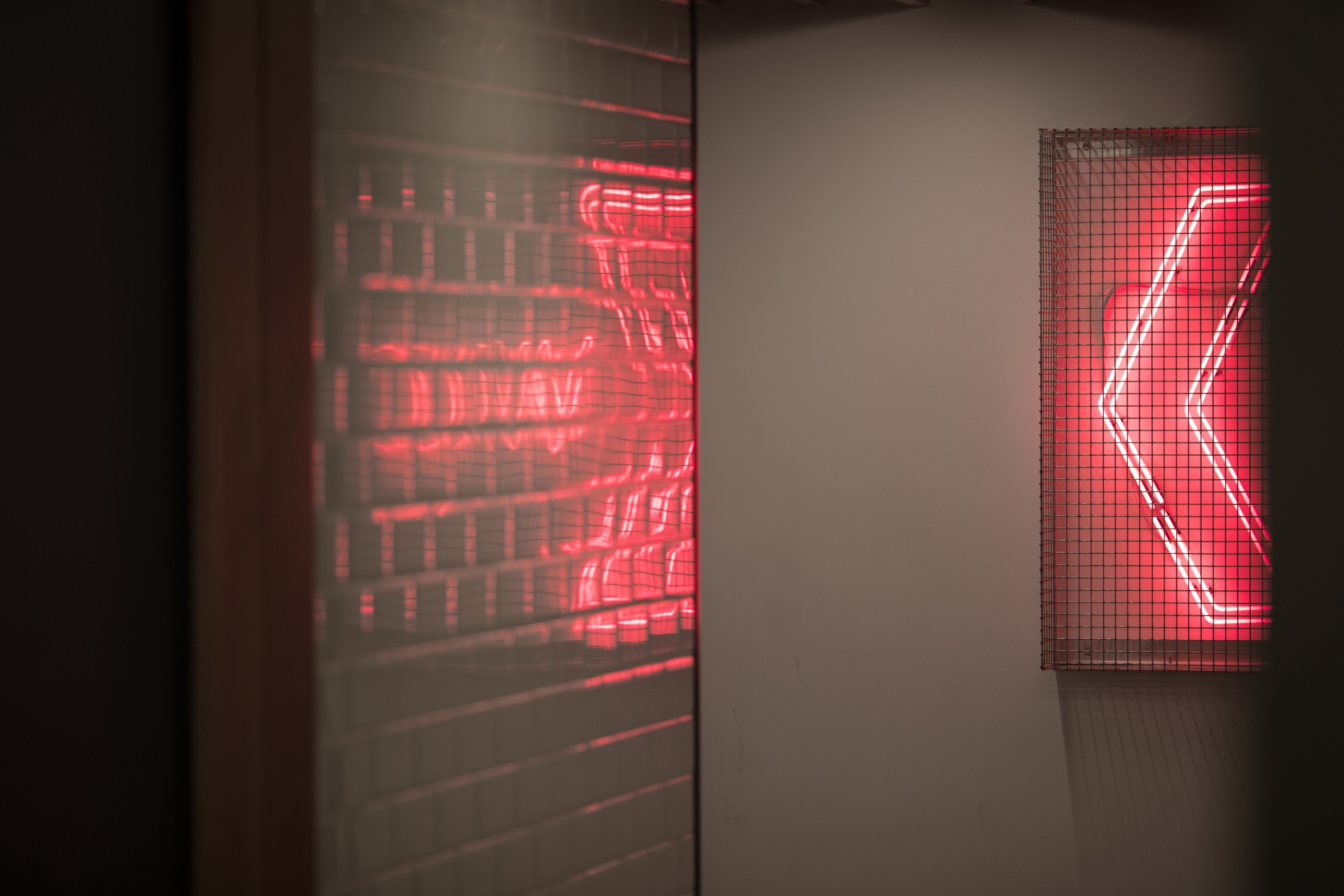
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| DATE | POSTED BY | DATA TYPE | DESCRIPTION | DEPT. | WHAT IS THE RISK? INCLUDE HOW THE DATA IS PROCESSED/STORED | ACTION | RISK SCORE |
| *Example* |  |  |  |  |  |  |  |
| *04/07/2017* | *SW* | SPD | *Scanned copy of Passport for Right to Work Check* | *HR* | *Hard copy on file plus soft copy held on onsite server.* | * *Consider how information is erased once someone has left* * *Review security and access to the physical and electronic files* * *Re-enforce in training for HR team* | *4* |
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