

Think Family Database risk log

High	Med	Low
16 - 9	8-5	4-1

Description (inc. consequence & impact on project)	Likelihood	Impact	Priority	Date	Countermeasure / Risk response (inc. contingency)	Residual			Owner	Notes
						Likelihood	Impact	Priority		
Information will be lost or disclosed in transit from the existing location to the sharing location	2	4	8	12/07/17	All products containing client identifiable information will be sent to and from Insight Bristol via a secure email service or from a secure email address (e.g. gsi).	1	4	4	TiF, ToF	
Information will not be protected adequately at the shared location	3	4	12	12/07/17	Only named parties will be able to access the data. If data is to be downloaded from the Think Family Database or other products it must be stored on a secure system by the external party. Further sharing of information will take place under appropriate lawful circumstances.	2	4	8	TiF	We are able to remove the functionality of downloading reports.
Combined information resulting from sharing will be more sensitive than the component parts, and won't be adequately protected.	2	4	8	12/07/17	The Think Family Database already combines all data sources. Information is already highly sensitive.	1	1	1	TiF	
Shared information will be passed on inappropriately to other people or situations	3	4	12	12/07/17	Only named parties will be able to access the data. If data is to be downloaded from the Think Family Database or other products it must be stored on a secure system by the external party. Further sharing of information will take place under appropriate lawful circumstances.	2	4	8	TiF, CL	Training will be provided on when sharing details verbally is appropriate.
Shared information will not be disposed of properly at end of life.	2	4	8	12/07/17	Information will be recorded and deleted in line with the Document Retention and Disposals Schedule. All signatory parties must ensure that use of information gained from The Think Family programme is lawful and retained for no longer than is necessary, for the purpose for which it was first obtained (as described in section 2 of the TFD External Data Sharing Agreement).	1	4	4	TiF, EI	

Identifying a suitable lead in the host organisation	4	4	16	25/01/2017	An individual already in a safeguarding role will be the preferred named user. Where there is no designated safeguarding lead at the host organisation an assessment will be carried out to identify a suitable alternative.	1	2	2	EI, CL, TF	
Access to the TFD by non-named users	3	4	12	25/01/2017	Only named users are able to access the database. If you are not on the user list the TFD will not open via an unknown login.	1	1	1	TiF	
Someone impersonating a named user	4	4	16	31/01/2107	The user agreement clearly outlines the fair usage of the TFD. The TFD is fully auditable every search is logged and spot checks will be carried out.	3	4	12	EI, TiF, CL, TF	We are only able to reinforce the secure login advice and training to ensure people are aware of the serious data sharing legalities that surround the misuse of the TFD.
Due to a limited number of vasco tokens being available from ICT, multiple individuals logging into one named account	4	4	16	20/02/2017	Users will be asked to log times during which they have accessed the database, designated slots for each user. From this we will be able to infer which user carried out a search for audit purposes.	4	2	8	TiF, CL	
Misuse of the information on the TFD- searching for family members	2	4	8	25/01/2017	Full training and support will be provided to new users. The user agreement clearly outlines the fair usage of the TFD. The TFD is fully auditable every search is logged and spot checks will be carried out.	1	3	3	TF, CL	
Misinterpretation of information on the TFD- in particular the CSE risk model	4	4	16	25/01/2017	Full training and support will be provided to new users explaining how to interpret the data shown within the predictive models. Ongoing support will be available.	2	2	4	CL, TF	

Data is downloaded onto the C:Drive of the testing laptop.	4	3	12	03/02/17	Best practice when saving reports is emphasised in training session to ensure users are aware of the data security risk.	2	2	4	TiF	
Pilot laptop is lost. C:Drive is visible to anyone who accesses the laptop	4	3	12	03/02/17	Users will be advised to store the laptop securely when leaving the machine unattended. Users will be asked not to remove the laptop from the building or store in a vehicle to minimise the risk of theft.	1	2	2	TiF, CL	
Companies losing interest and momentum after handing back the pilot laptop	2	3	6	26/01/2107	Progress the alternative ICT workaround to enable TFD access via a non-BCC laptop.	1	2	3	TiF	