# **Scope - London Borough of Hammersmith & Fulham Council**

## Organisation Type:

H&F council is a London council that provides public services to residents, businesses and visitors (London Borough of Hammersmith & Fulham, 2023).

## Business activities:

* Building affordable homes to ensure residents have accommodation (London Borough of Hammersmith & Fulham, 2022).
* Enhancing civil life by helping residents to improve their own neighbourhoods (London Borough of Hammersmith & Fulham, 2025a).
* Reforming services to enable cutting costs without affecting quality and to manage finances with stability (London Borough of Hammersmith & Fulham, 2015).
* Improving natural environment by increasing wildlife and recycling, and lowering air pollution (www.lbhf.gov.uk, n.d.).
* Economic development by attracting investment, creating jobs and fostering innovation (London Borough of Hammersmith & Fulham, 2025b).

## Critical assets (London Borough of Hammersmith & Fulham, 2024):

Data is given by residents and other H&F service areas, suppliers and partners

1. Name and contact details – email addresses, telephone numbers
2. Work role, working location, delivery addresses
3. IP addresses and user credentials – user IDs, passwords, inventory asset numbers
4. Biometric data – fingerprints, facial recognition
5. Health data
6. Bank account details

## In-scope systems:

* H&F’s public council website – used by the council to directly communicate information to the users about updates
* H&F “My Account” portal – handles personal information of the resident within the council's geographical boundaries
* H&F’s Online forms – see what data is gathered by the council in a form, and why it is gathered
* H&F staff – email staff about how their security systems work, and see what responses they give

## Out of scope:

* Social Media accounts – behave as a PR channel and are not responsible for handling data
* Internal H&F technology systems – staff-only access, not accessible as a university student

## Findings

### Data Protection

On H&F’s page titled “H&F Privacy Notice”, the council mentions that it trains its staff so “they’re aware how to safely handle information” (London Borough of Hammersmith & Fulham, 2025c). This also carries the risk of human error if the training is not followed correctly. However, the council is following procedures by training its staff to ensure that the data stored is kept safe from cyber risks. The council doesn’t specify the type of staff preparation it provides, meaning it is unclear how the staff are trained. To fill this gap, the council should specify the type of awareness practice provided to ensure it follows the procedures for keeping data safe.

* Training staff on how to handle data safely. **Gap:** No evidence of training type. **Risk:** Medium. **Recommendation:** Council should add the type of training performed on the website page.
* Regularly testing the systems and procedures. **Gap:** No Gaps. **Risk:** Low. **Recommendation:** Maintain regular testing, and do not disclose any details about the security team.

### Access Control

### Logging In Attempts & Verification

A screenshot of a login page

AI-generated content may be incorrect.

**Photo 1: Attempting to log in with an incorrect email address, which resulted in an unsuccessful attempt to enter with unauthorised access**

A screenshot of a computer screen

AI-generated content may be incorrect.

**Photo 2: View of the portal when logged in**

When logging into your account through the personal portal, please ensure you enter the correct email address and password. If at least one of them isn’t accurate, then access is denied. Else if both are correct, you enter the portal. The password is the only factor required to log in and access the portal, which is a gap in authorised access to the portal that contains personal information of residents within the borough, such as tax records and parking permits, which can reveal the resident's address. To improve the security of the residents’ accounts, H&F should implement an extra step of verification that prevents an unauthorised user from logging in, such as “Enter the code sent to email” or entering a “Secret Answer” to a question the authorised user would know.

### Timeout while filling in a form

A screenshot of a web page

AI-generated content may be incorrect.

**Photo 3: Warned that I will be logged off if I am inactive for 40 minutes before checking my registration status to vote.**

Before I fill out the form so H&F can verify if I am registered to vote, I am warned that I will be logged off if I am inactive for 40 minutes while the form is open. While this is a good practice because having an active session can result in someone else having unauthorised access to it if spotted, 40 minutes is too long. H&F should implement a shorter timeout, such as 25-30 minutes, because it decreases the chances of someone having unauthorised access to an active session. It alerts the user even more that they should return as soon as possible because they have less time to allow themselves to be inactive.

### Filling in personal data in form to check voter registration in portal

A screenshot of a voting form

AI-generated content may be incorrect.

**Photo 3: Warned that I will be logged off if I am inactive for 40 minutes before checking my registration status to vote.**

* Filling in personal data to check if you’re registered to vote and receive an email confirming whether you are or not. **Gap:** No Gaps. **Risk:** Low. **Recommendation:** Ensure data is up to date and continue holding the annual canvass.

H&F council requests personal information as displayed in Photo 3 above. This information is used to confirm whether you are registered to vote within the borough. An email was sent in response to confirm that I was registered at the address I entered when filling out the form.

A screenshot of a computer

AI-generated content may be incorrect.

**Photo 3: Warned that I will be logged off if I am inactive for 40 minutes before checking my registration status to vote.**

The email confirmed that I was registered at the home address I entered and provided me with my elector number. This shows that H&F used the records they collected about me from the critical assets they store, such as my email address, name & delivery address. This is good practice because it ensures that my records are up to date, which complies with the Data Protection Act 2018. H&F is also attempting to ensure this by conducting annual canvases to update household data in the event of any changes (London Borough of Hammersmith & Fulham, 2025d).

### Viewing the rateable values of a property in portal

A screenshot of a search results page

AI-generated content may be incorrect.

**Photo 2: View of the portal when logged in**

* Can search for the rateable value of any property in the portal. **Gap:** Viewing the rateable value of another public property. **Risk:** Low. **Recommendation:** Council must still comply with the law and continue this practice.

### Data Management

* Council lists out the personal information of residents gathered. **Gap:** No Gaps. **Risk:** Low. **Recommendation:** Must continue this practice, as it meets the Data Protection Act 2018 law.
* Council explains cookies are used to collect how sites are used and gather them into a report. **Gap:** No Gaps. **Risk:** Low. **Recommendation:** Must always continue this practice.
* Council follows laws such as FOI, EIR & Data Protection Act. **Gap:** Residual Risk. **Risk:** Medium. **Recommendation:** Continue to comply with the rules to avoid consequences such as fines and distrust.

### Surveillance

* H&F’s control room consists of 1850 for surveillance. **Gap:** Privacy Concerns. **Risk:** Medium. **Recommendation:** Unfortunately, the council must compromise to deter suspicious activities & crime but ensure there is a backup system for CCTV.

### Organisational Procedures

* How staff authenticate themselves to access physical places – pending council response.
* Authentication methods and policy procedures of network software – pending council response.

## References:

* London Borough of Hammersmith & Fulham. (2023). *About Hammersmith & Fulham Council*. [online] Available at: <https://www.lbhf.gov.uk/councillors-and-democracy/about-hammersmith-fulham-council> [Accessed 22 Sept. 2025].
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