# EXEMPLAR RISK REGISTER

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  | | --- | --- | --- | --- | | Risk | Likelihood of risk | Potential impact | Measures to mitigate risk | | Digital data is gathered through online platform that does not preserve anonymity | Very low | Survey data will not be anonymous, only confidential. | We have designed our own survey platform that will allow us to maintain anonymity of participants by separating authentication data from stored digital data using encryption. | | Digital data is stored via a platform that is not compliant with GDPR, e.g. not in UK, not secure, and contains personally identifiable data such as IP addresses, names contained in email addresses etc. | Very low | Violation of GDPR with considerable legal consequences | We will store all digital data securely on servers in the UK, and that only our data manager, research assistants and lead researchers will have access to. | | Researchers inadvertently allow third parties to access data through lack of awareness of key security issues. | Low | Third parties obtain anonymous data stored on our servers and share this data with others. | All researchers will receive training to ensure full awareness of potential data breach issues. Data will not be transferred to any disks, USB sticks, taken home on laptops, emailed to anyone (including project members), or shared in any way. Access to data will be through our bespoke secure platform only, via encrypted login. Data will be anonymous. | | Interview questions inadvertently cause distress to participants | Low | Participants suffer personal anxiety and stress. Researchers are unprepared to deal with situation. | All survey questions will be screened by senior research staff, including the lead researcher and all participating researchers prior to release. Project steering committee will review all questions in the event that such questions cause distress. Researchers will be guided by members of learning disabled community throughout the process. | | Data is de-anonymised and pubished as a result of hacking | Very low | Violation of participants digital rights. | Data will not contain personally identifiable information. Email addresses will be used for authentication but not stored in the data store for analysis. Data will be backed up on a daily basis to a secure location that cannot be accessed remotely. | | Digital data is stored via a platform that is not compliant with GDPR, e.g. not in UK, not secure, and contains personally identifiable data such as IP addresses, names contained in email addresses etc. | Very low | Researchers become liable to GDPR complaint. | Data stored in full compliance with GDPR. | | Researchers inadvertently allow third parties to access data through lack of awareness of key security issues. | Low | Data shared inappropriately | Training | | Interview questions inadvertently cause distress to participants | Low | Researchers become distressed due to distressed participants | Survey screening as above | | Data is de-anonymised and pubished as a result of hacking | Very low | Researchers become liable to GDPR complaint. | Data will not contain personally identifiable information – see above. | |