

RISK ASSESSMENT OF CNPA INFORMATION SYSTEMS ENVIRONMENT						
Hardware	Asset Priority	Identify Risk	List & Define Risk	Prioritise Risk	Recorded in Risk Register	Recommendations & Actions
Servers	1	Complete loss of business	1. Loss of servers would result in complete close down of IT system. 2. Statutory planning timetable may be breached 3. Severe disruption to business 4. Potential loss of critical data	H	Y	Ensure maintenance agreement in place Additional server used in case of emergency
Planning Printers	2	No support data	Unable to provide mapping data to Planning Committee	M	N	Use of printer in Granttown/Ballater
Projector	3	No visual data (Planning)	1. Unable to provide visual data at Planning Committee 2. Unable to deliver powerpoint presentations internal/external	M	N	Transfer projector to Ballater
PC's	4	Temporary inconvenience	Loss of individual PC would cause temporary inconvenience to staff	M	N	Use spare - Hot desk - Purchase locally
PC Printers	4	Temporary inconvenience	Loss would cause temporary inconvenience to staff	M	N	Use spare - Hot desk - Purchase locally
Laptops	4	Temporary inconvenience	Loss would cause temporary inconvenience to staff	M	N	Use spare - Hot desk - Purchase locally
Keyboards	5	Temporary inconvenience	Loss would cause temporary inconvenience to staff	L	N	Use spare - Hot desk - Purchase locally
Mice	5	Temporary inconvenience	Loss would cause temporary inconvenience to staff	L	N	Use spare - Hot desk - Purchase locally
Scanner Printers	5	Temporary inconvenience	Loss would cause temporary inconvenience to staff	L	N	Await service engineer
Software						
MS Office	1	Loss of operating system	1. Loss of word processing, spreadsheet, database etc 2. Loss of e-mail facility 3. Time delay in reinstalling software	H	N	Reinstall software
GIS	1	No support data (Planning)	1. Unable to provide data for Planning Committee 2. Unable to provide general service to staff 3. Time delay in reinstalling software	H	N	Reinstall software
CAMS	1	No support data (O/Access)	1. Unable to provide general service to staff 2. Time delay in reinstalling software	H	N	Reinstall software
Anti Virus	1	Threat to system	Corruption and loss of data	H	N	Reinstall software
Firewall	1	Threat to system	Breach of system from external sources	H	N	Reinstall software
Accounts	2	Delay in data input	Time delay in reinstalling software and input of data	M	N	Reinstall software
Payroll	2	Delay in data input	Time delay in reinstalling software and input of data	M	N	Reinstall software
HR	2	Delay in data input	Time delay in reinstalling software and input of data	M	N	Reinstall software
Spam Filter	3	Increase in spam mail	1. Reduction in operating time due to volume of e-mail 2. Inconvenience to staff	L	N	Contact provider
Telephony						
Software	1	Loss of communications	Loss would cause temporary inconvenience to staff	H	Y	Maintenance contract - reinstall software
Dedicated line	2	Unable to transfer data	1. Unable to backup Ballater data 2. Ballater staff unable to access shared drives	H	N	Maintenance contract - contact provider
Voicemail	3	Temporary inconvenience	Loss would cause temporary inconvenience to staff	L	N	Reinstall software
Handsets	3	Temporary inconvenience	Loss would cause temporary inconvenience to staff	L	N	Use spare - purchase new
Mobiles	4	Temporary inconvenience	Loss would cause temporary inconvenience to staff	L	N	On contract - contact provider

Voice Conf	5	Temporary inconvenience	Loss would cause temporary inconvenience to staff	L	N	Renew
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