

Additions to the Incident Log

Possible data breach

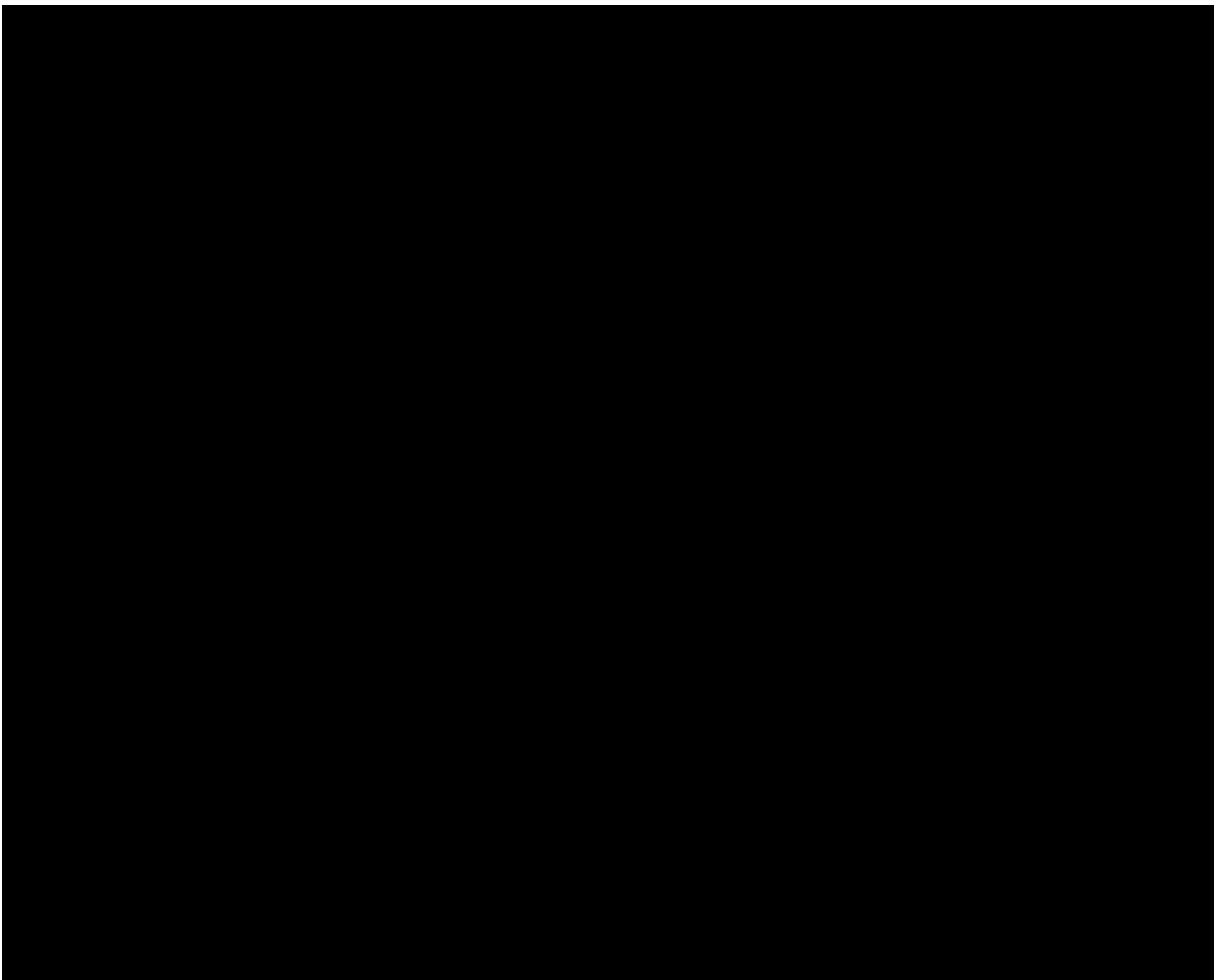
It was reported by a member of staff that potentially sensitive information had been located in recycling/rubbish bins

Action: The Chair of F&G and the Fiancé Officer immediately secured the material and reviewed it.

Findings; It appears that all sensitive information is correctly being shredded/ placed in separate collection areas for safe disposal. However, it appears some secure data held for safe disposal was accidentally be mixed with general recycling. It was clear the breach was limited given the condition of the material, which had already been torn up and mostly illegible due to being very wet. Partial address details recognised by one member of staff were visible on close inspection but the risk of a serious data breach was considered negligible in this instance. However, a secure bin was found to be unlocked. It was noted a universal meter cupboard key unlocks these bins.

Mitigation: All sensitive and/or personal information for disposal to be shredded immediately and shredded waste to be placed regularly in secure bins. Secure shredding bins to remain locked and kept in the office at all times. All staff to be reminded only the Finance Officer and Clerk can unlock the bins. Cleaning staff to be retrained in disposal of waste from offices

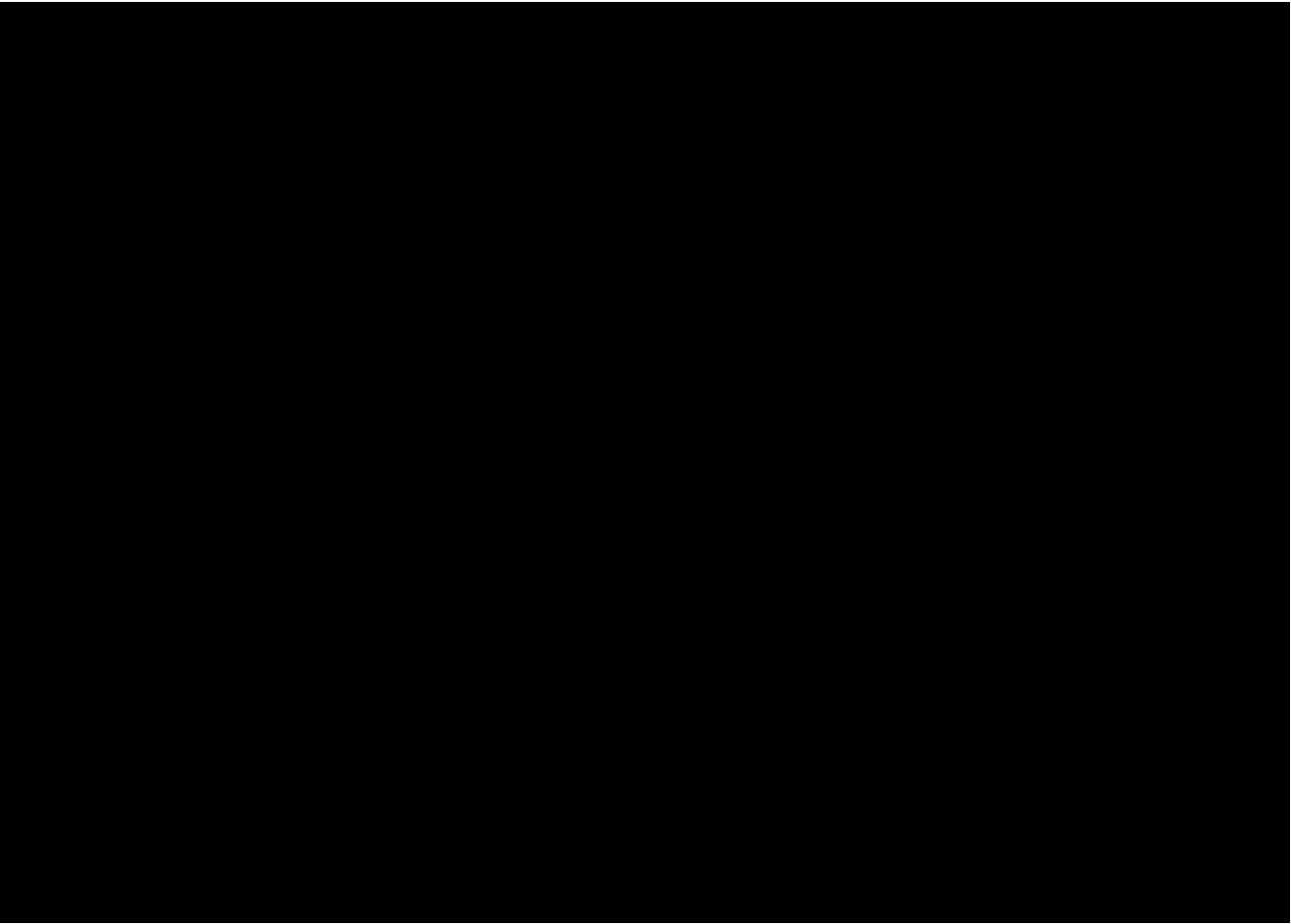
Protection of Council Property





Mitigation: TBA

Valuation of Council Assets



Invoice Errors

It has been reported a client has been incorrectly invoiced for Council services

Action: The FO to review invoices and report to F&G. Corrected invoices to be issued in the interim if required.