

MICROSOFT TEAMS - RISK ASSESSMENT FORM

Business Title: Towyn and Kinmel Bay Town Council		
Department: All Virtual Meetings	Task being assessed: Use of Microsoft Teams for Formal Virtual Town Council Meetings	
Assessment Date: May 2025	Performed By: Dylan Thomas – Town Clerk	Review due: Every Five Years

Reviewed and Approved at Full Council on TBC

Possible Risks/Hazards	Potential Consequences	Existing Control Measures put in Place	Who is Responsible for the Measures?	Residual Risk Rating		
				H	M	L
Unauthorised Access (Meeting Bombing / Gatecrashing)	Offensive or disruptive behaviour; reputational harm	Meeting links only shared with registered attendees Public and press must request access from the Clerk Use of waiting room: all attendees individually approved by Host/Co-host Lock meeting once all registered attendees are present Remove and block unverified attendees (prevents re-entry)	Clerk/Chairman			L
Password Breach or Meeting Link Leakage	Unwanted or malicious access to Council business	Meeting passwords required and not published publicly Do not share links via social media Passwords and links distributed in a controlled, secure manner	Clerk			L

Unauthorised Screen/Chat/File Sharing	Sharing inappropriate or malicious content; loss of control	Screen sharing restricted to Host/Co-host File transfer and chat features disabled Prevent attendees from renaming themselves	Clerk			L
Inappropriate Conduct During Meeting	Disruption or offensive content shared verbally	Attendees to mute themselves on entry Host has ability to mute/remove disruptive users immediately Chair controls speaking permissions and flow	Clerk/Chair			L
Confidentiality Breach	Data protection breach or legal exposure	No confidential matters discussed in public Teams meetings Private items to be held in closed sessions, with clear protocol Clerk ensures interests are declared and members removed from meeting if necessary	Clerk/Chair		M	
Poor Digital Hygiene (e.g., malware risk)	Risk of virus, breach, or data leak	Advise members to use antivirus software Encourage browser-based Teams access Do not allow downloads or external links in chat (chat disabled)	All Users/Clerk		M	

Uncontrolled Attendance / Misidentification	Unknown or malicious persons in the meeting	Clerk vets all attendees Unknown users not admitted Attendees required to display full names Unverified attendees removed and blocked from rejoining	Clerk			L
Unsecured or Unmanaged Devices	Increased risk of data breaches, malware, or unauthorised access	Councillors to use TKBTC or CCBC-issued iPads and official email accounts only Devices maintained and supported by the Obsidian the Town Councils official IT services Council data kept within secure, approved systems	Councillors			L
Outdated Software or Security Vulnerabilities	Compatibility issues, crashes, or security holes exploited	Councillors must regularly update Microsoft Teams and device operating systems Clerk to send periodic reminders for application updates	Councillors/Clerk			L
Unauthorised Recording	Breach of data protection or council policies	Recording function disabled for all users Host does not record any part of the meeting	Clerk / Host / Councillors			L

Review Record

Initial Assessment Date: May 2025	Review date: May Annually – Annual Meeting	Adopted at Full Town Council Meeting on TBC
Reviewers Name: Dylan Thomas	Reviewers signature:	Reviewed & Approved at Full Town Council Meeting on TBC