

Risk Assessment Tool: Application for Removable Device Media

An excerpt from the form that the City of London uses to decide whether or not to grant officers permission to download data onto portable media

Part 1: Risk Assessment Scoring

When officers at the City of London police wish to download information onto a portable media device, they must file a formal application to do so. This is the form decision-makers use to evaluate the risk with the proposed data download.

Area	Response	Score
Amount of information	Small <100kb	35
	Medium < 5Mb	40
	Large > 5Mb	50
Is the use of the device restricted to specific users?	Yes	-5
	No	10
Can transfers of information be audited?	Yes	-10
	No	10
Can the information be checked for malicious code?	Yes	-10
	No	20
What is the classification of the information involved?	Unclassified	0
	Restricted	20
	Confidential	40
	Secret	80
Can the information be easily accessed if the device/media is lost?	Yes	20
	No	-30
What are the consequences of losing the device/media?	None	0
	Embarrassing	10
	Endangers cases	50
	Endangers individuals	200
How easily can the information be transferred to other devices/media?	Easy	50
	Difficult	10
	Not possible	-50
Are there effective procedures in place that will reduce risk of misuse?	Yes	0
	No	50
Are there effective procedures in place that will reduce risk of accidental loss?	Yes	0
	No	50

Part 2 is a sample of the City of London's benefits assessment scoring methodology. (above right)

Part 2: Benefits Assessment Scoring

This is the form decision makers use to evaluate the benefits of the proposed data download.

Benefits are less easy to quantify directly. Three areas should be considered in determining benefits:

Area	Response	Score
Does the proposal directly save money or generate income for the force?	The sale of material prepared in the force.	Scale from 0-40
Does the proposal have a direct operational benefit?	Improve communications, reduce staff hours, or eliminate re-entry of information.	Scale from 0-60
Does the proposal put officers at risk?	For instance of corruption.	Yes Scale -50 to 0 No = 0

Part 3 is an example of the City of London's risk/benefit comparison. (below)

Part 3: Risk/Benefit Comparison

Based on the scores assessed in parts one and two, this is the criteria decision makers use to compare the risks and benefits of the proposed data download

This section defines how the scoring from the risk and benefits sections are compared. This section is included for informational purposes only and is used only by the decision maker. It is included to demonstrate transparency of process. The following table is intended to give guidance on the trade off between risk and benefit. It also defines the levels of approval required for the business case dependent on risk.

Benefit Risk	0-45	45-200	200+
< 20	Rejected Insufficient Benefit	Rejected Insufficient Benefit	Rejected Unacceptable risk
Between 20 & 40	Authority Low Risk & Benefit	Rejected Disproportionate risks to benefit	Rejected Unacceptable risk
Between 40 & 60	ISO Authority Acceptable	Information Manager Authority Medium Risk & Benefit	Rejected Unacceptable risk
60+	ISO Authority Acceptable	ISO Authority Acceptable	Information Management Board Authority High Risk & Benefit