

Assess risks to digital continuity

Risk Assessment Handbook

Our *Risk Assessment Handbook* guides you through the risk assessment process. In brief, it recommends the following:

1. Create a framework for managing risk

- Define process and outcomes and clarify roles and responsibilities, objectives, scope and assurance measures.

2. Risk assessment

Check that:

- continuity requirements are embedded into governance structures
- you have defined them with an understanding of what information you have, its business use, and the technical environment required to support that use
- digital continuity is embedded in change management
- your information management and technical management processes protect digital continuity.

Gaps in any of these areas indicate potential risk.

3. Create an action plan

- prioritise risks
- identify options for risk control, bearing in mind effectiveness, cost and ease of implementation
- plan and take action.

We suggest that you repeat risk assessments regularly.

Self-assessment tool

We have built a comprehensive self-assessment tool so you can assess your own organisation's risks.

Risk assessment is part of a wider Digital Continuity Service that also includes guidance, a framework of technical tools and services, and DROID, a free file profiling tool.



Are we putting in place the right processes to make sure we can access critical contract documentation in years to come?

digital information **matters**

The tool has three sections:

- Understanding digital continuity and roles and responsibilities
- Information requirements and technical dependencies
- Information, technology, change and risk management

You answer a series of questions in each section, each question is scored in a report and mitigating actions are suggested. Download the self assessment tool from nationalarchives.gov.uk/dc-riskassessment.

We're also developing a tool that will help you to assess the risks associated with individual information assets.

Testing for Continuity Checklist

Our *Testing for Continuity Checklist* helps you test whether your information asset meets your usability requirements. It forms part of the guidance produced to support stage three of our managing digital continuity process: assess and manage risks to digital continuity.

The Digital Continuity Service is available from nationalarchives.gov.uk/digitalcontinuity