



HFA Policy: Risk Register



**Hemispherectomy
Foundation**
AUSTRALIA

Risk	Likelihood	Impact	Risk Rating	Controls in Place	Further Action Required
1. Inadequate safeguarding of hemispherectomy children and young people	Possible	Major	High	HFA Child Safeguarding policy	All HFA committee members to undertake child safe/child safeguarding training
2. Loss of key committee members or volunteers	Likely	Moderate	High	Succession planning	Document roles, develop onboarding materials
3. Data breach or loss of sensitive health information	Possible	Major	High	Password-protected files, basic data security practices	Implement secure cloud storage
4. HFA funding shortfall	Possible	Major	High	Diversification of donor base	Continue to apply for relevant grants; secure an ongoing sponsor
5. Insensitive publicity or social media misinformation	Possible	Moderate	Medium	TBD	Develop publicity guidelines
6. Medical emergencies at HemiCon	Possible	Moderate	Medium	Risk assessments prior to each HemiCon; Seizure management plan for children experiencing seizures; Emergency contact details available for each child; Parents/carers to be in close proximity to children	Ensure at least one volunteer or paid support worker is trained in first aid; clear emergency procedures
7. Legal non-compliance	Unlikely	Major	High	HFA Secretary scope of	Annual review of obligations

(ACNC, privacy, child safeguarding)				responsibilities includes legal compliance	
8. Cybersecurity vulnerabilities (email scams, phishing)	Possible	Moderate	Medium	Data protection checklist	Annual review of data security

Data Protection Checklist

Item	Status	Notes/Actions
Secure cloud storage (e.g., Google Workspace, Microsoft 365)	✓	Complete
Data minimisation (collection of only necessary information)	✓	Review annually
Privacy policy accessible on website	✓	Include donor and medical info handling clearly
Regular data backup	✓	Undertaken
Volunteer/staff training on privacy & cybersecurity	✓	Access ACNC/Stay Smart Online resources