

*eQuality Time, 68 Truro Gardens, Luton, LU3 2AP*

# Risk assessment for Open Voice Factory

Version: 1.0

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# Background

The Open Voice Factory (OVF) helps people with Speech impairments to communicate. We note that the Open Voice Factory is clearly labelled and marketed as a software solution and this risk assessment reflects that. eQuality Time recommends that trained professionals are contacted to advise on compatible hardware choices and mounting options.

# Scope

OVF software can, when installed on compatible hardware or used in a compatible web browser

* process PowerPoint templates that follow to our format into Open Board Format files
* display Open Board Format files in such a way that grid elements can be activated, and where those grid elements represent speech, pass the relevant speech commands to the hardware.

# Risks

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| --- | --- | --- | --- |
| **What are the hazards?** | **Who might be harmed and how?** | **What are we doing to reduce risk?** | **Relevant Documents** |
| Unwanted release of personal information by user. | Users of the Open Voice Factory and anyone whose information is held. | Users are advised that the current version of the Open Voice Factory should NOT be used for private information, and that their content is world viewable. Be explicit about the risks in the training videos as well as the text.  | Data protection policy |
| Unwanted released of personal information by volunteers/staff for eQuality Time | Anyone whose information is held | We avoid collecting any personal information within the software, except when emailed to us, and we have a strong GDPR policy to cover this instance. | Data protection policy |
| Malicious tampering of information within device | Users of the Open Voice Factory | Write an assessment of security issues with Open Voice Factory |  |
| Backend viewer is given a board description outside of it’s capabilities | Users of the Open Voice Factory | Error checking built into back end. Users are strongly encouraged to thoroughly tests their devices.  | Training manual, Website, training videos. |
| System Failure during emergency.  | Users of the Open Voice Factory | Extensive testing – including documentation of testing for public. Be clear about the potential for malicious tampering. |  |
| Unwanted deletion of Personal Information by staff | Users of the Open Voice Factory | Regular off-server backup taken.  |  |
| Lost of data during or following server migration. | Users of the Open Voice Factory | * Announce downtime in advance.
	+ Sites (including OVF)
	+ Social Media Channels
* Full backups taken more regularly during the time.
* Audit of available aids during this process (randomly sample a selection to confirm still active)
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