

## BREACH OF THE CODE OF PRACTICE FOR OFFICIAL STATISTICS

This document reports a breach of the Code of Practice for Official Statistics, or the relevant Pre-release Access to Official Statistics Orders, to which the Code applies as if it included these orders.

*All breach reports are published on the UK Statistics Authority's website and need to explain (clearly and concisely) what happened to cause the breach and what is being/has been done by the statistical Head of Profession (HoP) to ensure the risk of recurrence is minimised.*

### 1. Background information

Name of Statistical Output (including weblink to the relevant output or 'landing page')

*Quarterly Location Statistics (Official Statistic)*  
<https://www.gov.uk/government/collections/location-of-all-uk-regular-service-and-civilian-personnel-quarterly-statistics-index>

Name of Producer Organisation

- *Ministry of Defence*

Name and contact details of the statistical Head of Profession (Lead Official in an Arm's Length Body) submitting this report, and date of report

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- *Report completed: 26<sup>th</sup> November 2015*

### 2. Circumstances of breach

Relevant Principle/Protocol and Practice

- *Protocol 2: Release Practices; Practice 7*

Date of occurrence

- *24 November 2015*

Nature of breach (including links with previous breaches, if any)

- *Document was sent to an incorrect e-mail address (internal to the MOD) at the pre-release stage.*
- *The breach was discovered by the Publications Team at 9.00 on 26<sup>th</sup> November 2015 from an email chain.*

Reasons for breach

- *This was human error on the part of the statistician producing the report.*
- *When the producer sent the report to the team responsible for publishing on GOV.UK, they incorrectly copied in an individual who works within the same business area, but is not directly involved with the publication process.*
- *Due to various staff changes, there has been a considerable delay in officially reporting this breach.*

### **3. Reactions and impact (both within the producer body and outside)**

- *Both the statistician who sent the report and the individual who incorrectly received the report have been made aware that this action constitutes a breach. The statistician will ensure future emails containing reports of limited circulation will be checked to prevent a reoccurrence of this breach.*

### **4. Corrective actions taken to prevent reoccurrence of such a breach (include short-term actions, and long-term changes made to procedures)**

- *As soon as the breach was discovered the deputy Head of Profession was informed (26<sup>th</sup> November 2015).*
- *Staff have been reminded that they must check who they are sending reports to prior to, and on the day of pre-release, to prevent breaches of pre-release access arrangements in future.*
- *To prevent such a delay in reporting future breaches, a designated member of staff will ensure the breach reporting process is completed.*

### **5. Links to published statements about this breach**

- *No statement has been issued.*

### **6. Any other relevant supporting material**