

# REPORTING A BREACH OF THE CODE OF PRACTICE FOR OFFICIAL STATISTICS

## 1. Core Information [\[guidance\]](#)

<b>Title and link to statistical output</b>	Mefloquine (Lariam) prescribing in the UK Armed Forces: 12 September 2016 to 31 March 2017 <a href="https://www.gov.uk/government/statistics/mefloquine-larium-prescribing-in-the-uk-armed-forces-12-september-2016-to-31-march-2017">https://www.gov.uk/government/statistics/mefloquine-larium-prescribing-in-the-uk-armed-forces-12-september-2016-to-31-march-2017</a>
<b>Name of statistical producer</b>	Ministry of Defence
<b>Name and contact details of person dealing with report</b>	MOD Chief Analyst <a href="mailto:DefStrat-Stat-ChiefStatsOffice@mod.uk">DefStrat-Stat-ChiefStatsOffice@mod.uk</a>
<b>Link to published statement about the breach (if relevant)</b>	
<b>Date of report</b>	24 May 2017

## 2. Circumstances of breach [\[guidance\]](#)

<b>Relevant principle/protocol and practice</b>	Protocol 2 (Release Practices), Practice 4: Issue statistical releases at a standard time of 9:30am on a weekday to maintain consistency and to permit time for users to understand and respond to the information during normal working hours.
<b>Date of occurrence of breach</b>	Thursday 18 May 2017
<p><i>The publication was not visible to all until around 10.00.</i></p> <p><i>The Publications Team in Defence Statistics discovered the publication was not visible and notified the MOD Corporate Internet team shortly after 09:30. The Corporate Internet team are responsible for publishing MOD content on GOV.UK and they subsequently raised this issue with the Government Digital Service (GDS).</i></p> <p><i>Due to an unusually large number of publications there was a delay of around two minutes in the document being published on GOV.UK. However, as this delay was longer than the standard cache time of scheduled documents some users experiencing a delay in viewing the publication until around 10:00.</i></p>	

## 3. Impact of the breach [\[guidance\]](#)

<p><i>The impact of this breach is minimal. The report was available to some users at 09:32. GDS records indicate that there were a small number of visitors (5-10) who would not have been able to view the publication until 10.00.</i></p>
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## 4. Corrective actions (taken or planned) to prevent re-occurrence [\[guidance\]](#)

<p><i>To prevent this issue reoccurring GDS have increased the post scheduled publishing time to avoid the possibility of a slight delay causing the cacheing issues. They are also looking at further measures to improve the speed at which any backlogs caused by unusually high volumes of scheduled publishing can be cleared to reduce the possibility of any delay at all.</i></p> <p><i>As this was a technical issue with GOV.UK, no changes to MOD procedures are required. The Publications Team will continue to check the release of all Official Statistics at 09:30 and report issues to the Corporate Internet team.</i></p>
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## Guidance on completing the template

If any further guidance is needed, please contact the Good Practice Team via email in the first instance: [goodpracticeteam@statistics.gov.uk](mailto:goodpracticeteam@statistics.gov.uk)

### 1. Core Information

Please provide the name and contact details of the person who would be best placed to deal with any correspondence relating to the breach.

Published statements about the breach may not be available at the time of reporting, in which case this box can be left blank.

### 2. Circumstances of breach

Please indicate which part of the Code of Practice the breach relates to e.g. 'Principle 2, practice 3' or 'Protocol 2, principle 4'. This will help us to monitor which parts of the Code the most common breaches relate to.

Provide details of the nature and circumstances of breach in a way that would be clear to a user of the statistics. This should clearly identify how and why the breach occurred, and include references to previous breaches in the same area (where relevant).

The level of detail needed is likely to depend on the exact circumstances, but for minor breaches (e.g. related to minor delays to publication) brief details will be sufficient.

### 3. Impact of the breach

Please give brief details of the impact of the breach, covering impacts both inside and outside the producer body.

The information supplied will depend on the type of breach, but for example where the breach relates to accidental or wrongful release useful information might include the number of people accessing the statistics, and whether any press reports were published before the official release.

### 4. Corrective actions

Please provide as much detail as possible to help users and the Authority to understand how the breach has been addressed.

Appropriate actions will depend on the circumstances and severity of the breach; as a guide, some examples of considerations and suitable actions for the most common types of breach are below

<b>Accidental or wrongful early release (Protocol 2, principle 8)</b>	
Things to consider: <ul style="list-style-type: none"><li>• How sensitive are the statistics and how long is it before the scheduled publication date?</li><li>• How many people are likely to have accessed the statistics?</li><li>• Has pre-release access to the statistics been restricted? Should you ask people with pre-release access not to disclose or discuss the statistics until further notice?</li></ul>	Possible corrective actions: <ul style="list-style-type: none"><li>• Withdraw the data as soon as possible.</li><li>• Bring forward the time of the general release.</li><li>• Issue a statement on your organisation's website alerting users to the problem.</li></ul>
<b>Pre-release data shared with someone not on the pre-release list (Protocol 2, principle 7)</b>	
Things to consider: <ul style="list-style-type: none"><li>• How many people received the statistics in error and who?</li><li>• Are the statistics high profile or market sensitive?</li><li>• How long have the recipients had access to</li></ul>	Possible corrective actions: <ul style="list-style-type: none"><li>• Recall the data.</li><li>• If the statistics have been forwarded by somebody that was eligible to receive pre-release access, consider removing their pre-release access.</li></ul>

<p>the data before the error was discovered?</p> <ul style="list-style-type: none"> <li>• Have the recipients shared or discussed the data with others?</li> <li>• Can the offending email or statistics be recalled or deleted?</li> <li>• Was the correct security marking applied to the pre-release access email?</li> </ul>	<ul style="list-style-type: none"> <li>• Remind staff about correct pre-release protocol.</li> <li>• Strengthen the wording of all text accompanying pre-release material.</li> <li>• Consider further training to educate staff on their obligations under the Code of Practice.</li> <li>• Increased management control of the processes.</li> <li>• Should stronger words be used in the text that is sent out with pre-release access?</li> </ul>
<p><b>Statistics published after the required time of 9.30am (Protocol 2, principle 4)</b></p>	
<p>Things to consider:</p> <ul style="list-style-type: none"> <li>• How sensitive are the statistics and how long is the delay likely to be?</li> <li>• Has pre-release access to the statistics been restricted? Should you ask people with pre-release access not to disclose or discuss the statistics until further notice?</li> <li>• Can social media channels be used to acknowledge or apologise for the delay?</li> </ul>	<p>Possible corrective actions:</p> <ul style="list-style-type: none"> <li>• Consider emailing key users a copy of the release.</li> <li>• Issue a statement on your organisation's website alerting users to the problem</li> <li>• Consider whether there is another way to publish the release.</li> </ul>