

REPORTING A BREACH OF THE CODE OF PRACTICE FOR OFFICIAL STATISTICS

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

Title and link to statistical output	Service Family Accommodation https://www.gov.uk/government/statistics/service-family-accommodation-bulletin-2017
Name of statistical producer	MOD
Name and contact details of person dealing with report	MOD Chief Analyst DefStrat-Stat-ChiefStatsOffice@mod.uk
Link to published statement about the breach (if relevant)	N/A
Date of report	17/7/2017

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

Relevant principle/protocol and practice	Pre-release data shared with someone not on the pre-release list (Protocol 2, principle 7)
Date of occurrence of breach	12/07/2017
<p>Pre release for the publication Service Family Accommodation and UK Land Holdings were sent at 09:30 on 12th July 2017.</p> <p>Later that morning Number 10 requested LTT regarding the vacancy rate in the Service Family Accommodation publication. During this process both reports were sent to two individuals not named on MODs pre release list. However, these individuals should have been included on MODs pre announced list. The publications were not shared with Number 10, but LTT that were sent included two figures from the Service Family Accommodation report: vacancy rate (21%) and that 95% of SFA met the Decent Homes Standard. The main prerelease documents were not circulated beyond the two individuals and no other material content from the release was supplied.</p>	

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

<p>The main impact of the breach is that it was discovered that two figures were shared wider than the pre announced pre release access list. A further impact of the breach revealed that an additional two people should have been included on the pre release access list.</p>

4. Corrective actions (taken or planned) to prevent re-occurrence [\[guidance\]](#)

<p>As soon as the breach was discovered the Chief Analyst was informed (12th July 2017). The process for reviewing who is included on the pre release list has been reviewed and prior to future publications of these reports the list will have an additional layer of quality assurance. The individuals involved have been made aware and apologised and all staff involved have been reminded of the correct pre-release procedure including what action to take if lines to take are requested from outside the Department. For future publications a representative of the GSS will hold face to face briefings to ensure that there is a clear understanding of what can / can not be shared.</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

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

Accidental or wrongful early release (Protocol 2, principle 8)	
<p>Things to consider:</p> <ul style="list-style-type: none"> • How sensitive are the statistics and how long is it before the scheduled publication date? • How many people are likely to have accessed the statistics? • 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? 	<p>Possible corrective actions:</p> <ul style="list-style-type: none"> • Withdraw the data as soon as possible. • Bring forward the time of the general release. • Issue a statement on your organisation's website alerting users to the problem.
Pre-release data shared with someone not on the pre-release list (Protocol 2, principle 7)	
<p>Things to consider:</p> <ul style="list-style-type: none"> • How many people received the statistics in error and who? • Are the statistics high profile or market sensitive? • How long have the recipients had access to the data before the error was discovered? • Have the recipients shared or discussed the data with others? • Can the offending email or statistics be recalled or deleted? • Was the correct security marking applied to the pre-release access email? 	<p>Possible corrective actions:</p> <ul style="list-style-type: none"> • Recall the data. • If the statistics have been forwarded by somebody that was eligible to receive pre-release access, consider removing their pre-release access. • Remind staff about correct pre-release protocol. • Strengthen the wording of all text accompanying pre-release material. • Consider further training to educate staff on their obligations under the Code of Practice. • Increased management control of the processes. • Should stronger words be used in the text that is sent out with pre-release access?
Statistics published after the required time of 9.30am (Protocol 2, principle 4)	
<p>Things to consider:</p> <ul style="list-style-type: none"> • How sensitive are the statistics and how long is the delay likely to be? • 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? • Can social media channels be used to acknowledge or apologise for the delay? 	<p>Possible corrective actions:</p> <ul style="list-style-type: none"> • Consider emailing key users a copy of the release. • Issue a statement on your organisation's website alerting users to the problem • Consider whether there is another way to publish the release.

