

REPORT OF A BREACH OF THE CODE OF PRACTICE FOR STATISTICS



1. Core Information

Title and link to statistical output	Mefloquine Prescribing in the UK Armed Forces
Name of producer organisation	MOD, Defence Statistics Health
Name and contact details of person dealing with report	Responsible Statistician, Defence Statistics Health DefStrat-Stat-Health-Hd@mod.gov.uk
Link to published statement about the breach (if relevant)	
Date of breach report	14 November 2018

2. Circumstances of breach

Relevant principle(s) and practice(s)	Practice T3.4 – The circulation of statistics in their final form ahead of their publication should be restricted to eligible recipients
Date of occurrence of breach	14 November 2018
<p>The pre-release version of the official statistic was sent to three people who should not have received it. This occurred because the pre-release email and attachments were sent to individuals who had previously received the report but had since changed role. This occurred because the email addressees were searched for using their names as opposed to their role.</p> <p>The breach was identified when one of these incorrect addressees contacted us to say that she had moved role. This was received at 09:56.</p> <p>In response, Defence Statistics Health emailed the incorrect addressees to ask them to delete the email as a matter of urgency, explaining that they were not to have received the pre-release information.</p>	

3. Impact of the breach

<p>Minimal. The breach was identified quickly (26 minutes after event) and those who received the information that shouldn't have were instructed to delete the email from their inbox. The remaining two recipients confirmed that they had by 11am that day. Information was not released outside the organisation or shared more widely.</p>

4. Corrective actions (taken or planned) to prevent re-occurrence

<ol style="list-style-type: none"> 1) We will amend the standard instructions to emphasise that future pre-release emails are sent using role titles rather than personal MOD email addresses. (This is the standard approach in the MOD.) 2) Ensure that the pre-release access list is accurate and kept up to date by contacting the people on the list in advance to confirm that they should receive the pre-release. Also ask if anyone is new to their role. 3) Update the process to include a detailed degree of checking whereby more than one person checks that the pre-release email recipients match the pre-release access list. 4) The MOD Statistics Publications team will remind all creators of Official and National Statistics of the importance of keeping pre-release access lists up to date and to consider the impact of role changes. This will happen on taking up a relevant role and at least annually thereafter as part of a regular review of the PRA lists.
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