

REPORT OF A BREACH OF THE CODE OF PRACTICE FOR STATISTICS



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

Title and link to statistical output	Service Personnel Statistics https://www.gov.uk/government/publications/quarterly-service-personnel-statistics-2020/quarterly-service-personnel-statistics-1-july-2020 https://www.gov.uk/government/publications/quarterly-service-personnel-statistics-2020/quarterly-service-personnel-statistics-1-april-2020
Name of producer organisation	Ministry of Defence
Name and contact details of person dealing with report	Analysis-Publications@mod.gov.uk
Name and contact details of Head of Profession for Statistics or Lead Official	Analysis-ChiefStatsOffice@mod.gov.uk
Link to published statement about the breach (if relevant)	N/A
Date of breach report	25 September 2020

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

Relevant principle(s) and practice(s)	Practice T3.4 - <i>Statistical content has been made public or supplied to parties not essential for statistical production without prior permission for access, through accidental or wrongful release.</i>
Date of occurrence of breach	03 June 2020 and 23 September 2020
The pre-release documents were sent to some individuals that did not have their role title published on the pre-release list on GOV.UK . In total, two individuals incorrectly received the pre-release material in September who had similar role titles to individuals on the published pre-release list. A further seven individuals incorrectly received pre-release documents in June due to similar errors being made.	

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

Minimal. Those in receipt of the pre-release access documents automatically receive our accompanying pre-release correspondence email not to share with anyone else without prior permission.

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

Since identifying the reoccurring errors from reviewing certain pre-release lists, the Publications team have asked for the producers of the Service Personnel statistic to conduct a full review into who receives pre-release access and whether this is essential and justified. This would likely reduce the number of recipients for future

reports and also reduce the risk of individuals with similar email roles incorrectly receiving pre-release access. Furthermore, any old roles would be identified and updated if necessary. The Publications team are continuing to work with the producers of the Service Personnel statistic throughout their review to confirm understanding and to answer any questions.

The Publications team have also presented a skype tutorial for the producers of the Service Personnel statistic regarding how to search for the correct individual associated with a role. Furthermore, the publications team have conducted a pre-release refresher skype session for the Analysis Directorate to attend, highlighting the regulations associated with pre-release access and the importance of only sending to named recipients on the published pre-release list.

The Publications team will also update the pre-release correspondence email to ask any recipient who was not expecting the pre-release documents to contact the relevant team immediately. We will ask all senders of pre-release documents to use the additional wording.

To confirm that other teams who produce National/official statistics are not causing similar breaches, training on how to correctly identify individuals associated with roles on our systems will be provided. Ad-hoc refreshers when appropriate (e.g. new starters, change in MOD systems) will also be delivered.