

REPORT OF A BREACH OF THE CODE OF PRACTICE FOR STATISTICS

1. Core Information

Title and link to statistical output	DoH COVID-19 Dashboard (PDF Version) https://www.health-ni.gov.uk/publications/daily-dashboard-updates-covid-19-september-2020
Name of producer organisation	Information & Analysis Directorate, Department of Health
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Link to published statement about the breach (if relevant)	https://www.health-ni.gov.uk/publications/breach-code-practice-notification
Date of breach report	22 October 2020

2. Circumstances of breach

Relevant principle(s) and practice(s)	Practice T3.6 - statistics not released at the scheduled time of 09:30am (early or delayed publication)* (Note that the regular reporting time is 2pm)
Date of occurrence of breach	21 October 2020
<p><i>Give an account of what happened including roles of persons involved, dates, times etc</i></p> <p>On 21 October 2020 there was an error in the publication time of the Department of Health (DoH) COVID-19 Dashboard, when it was published at 3pm instead of 2pm. A member of the IAD team was given the dashboard refresh role as a new task. They were given detailed guidance notes and opportunities to shadow colleagues who were undertaking the role before them. On the day of the breach they were supervised whilst taking the steps to update the data on all of the dashboard pages. The remaining task was to publish the dashboard. Whilst this was clearly set out in the guidance notes, the member of staff unfortunately did not realise that the dashboard takes a full hour to refresh. Consequently they commenced the refresh a few minutes before two o'clock, assuming that this would be instantaneous. The result was that the dashboard was not refreshed and published until 3.00 pm.</p>	

3. Impact of the breach

<p><i>Provide details of the impact of the breach both inside the producer body and externally</i></p>
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The publication of the refreshed dashboard data was delayed by one hour. We have no evidence that anyone accessed the statistics via other means during this time. No feedback or complaints were received regarding this matter.

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

Describe the short-term actions made to redress the situation and the longer term changes to procedures etc

We will ensure that any officer responsible for updating the published dashboard understands that this task must begin promptly at 1pm and ask for confirmation that the process has started. This is included in the guidance documents for the dashboard tasks.