

REPORTING A BREACH OF THE CODE OF PRACTICE FOR OFFICIAL STATISTICS

1. Core Information [guidance]

Title and link to statistical output	Public Health Outcomes Framework (www.phoutcomes.info ; https://www.gov.uk/government/collections/public-health-outcomes-framework)
Name of statistical producer	Public Health England
Name and contact details of person dealing with report	David Jephson (david.jephson@phe.gov.uk ; 0115 8441437)
Link to published statement about the breach (if relevant)	
Date of report	13/02/2017

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	06/02/2017
<i>Give an account of what has happened including roles of persons involved, dates, times etc</i>	
The pre-release briefing was sent to an incorrect email address. The Head of Parliamentary Accountability distributed the briefing by email and one intended recipient was the Head of Public Health, Armed Forces Health and Offender Health in NHS England. The email address used was incorrect, sending to kate.davies@nhs.net instead of kate.davies12@nhs.net . The email was sent at 15:17 on 06/02/2017.	
This is the first breach in this area.	

3. Impact of the breach [guidance]

<i>Provide details of the impact of the breach both inside the producer body and externally</i>
The person who received the briefing in error was a Lead Clinical Systems Administrator in Torbay & South Devon NHS Foundation Trust. They responded to the incorrectly sent email at 11:31 on 07/02/2017, after the release had occurred, highlighting that it had been sent in error and asking to be removed from the distribution list. They have confirmed that the email was first accessed shortly before the response was sent (after the publication of the statistics), and that the attachment was neither opened nor forwarded on. The unintended email was immediately deleted following the response.
The email that was sent was correctly labelled as Official Sensitive, and the text of the email included a warning in bold that the data was under embargo until the release date and time.
The intended recipient of the briefing did not receive the briefing prior to the data being published, as they would have expected, however this was not flagged at the time.

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

<i>Describe the short-term actions made to redress the situation and the longer term changes to procedures etc</i>
For future updates, the PRA list used internally will include email addresses alongside names and job titles. These will be kept up to date when availability of those on the list is established (by the Analytical Programme Manager in the PHOF team or Senior Parliamentary & Briefing Officer in the

Parliamentary team, depending on the role of the person on the list). The Analytical Programme Manager in the PHOF team in CKO directorate will share this list with the Head of Parliamentary Accountability in PHE Parliamentary on the morning of distribution of the PRA materials in order to ensure the correct contact details are used.

The Head of Parliamentary Accountability will be reminded about correct pre-release protocol by the Head of Epidemiology and Surveillance.