

REPORTING A BREACH OF THE CODE OF PRACTICE FOR OFFICIAL STATISTICS

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

Title and link to statistical output	Insolvency Service Enforcement Outcomes 2016/17- https://www.gov.uk/government/statistics/insolvency-service-enforcement-outcomes-annual-201617
Name of statistical producer	The Insolvency Service
Name and contact details of person dealing with report	John Perrett
Link to published statement about the breach (if relevant)	
Date of report	5 May 2017

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

Relevant principle/protocol and practice	Protocol 2: Release Practices - Practice 4: Issue statistical releases at the standard time of 9.30am on a weekday, to maintain consistency and to permit time for users to understand and respond to the information during normal working hours.
Date of occurrence of breach	20 April 2017
<p><i>Give an account of what has happened including roles of persons involved, dates, times etc</i></p> <p>The statistics were due to be released at 09.30 on 20 April 2017 but were instead released at 09.39.</p> <p>The statistics had been scheduled for publication in the Gov.UK system, but when a corrected version of one of the documents was subsequently uploaded, the scheduling was interrupted. The delay was noticed at the time of intended publication but it took some time to publish the statistics manually as the release had to be unscheduled before it could then be manually published. When the statistics went live, the web address was slightly different to what it should have been (additional punctuation at the end). This link was disseminated through the Insolvency Service's twitter account and the corrected link went live a few minutes later.</p> <p>The Head of Profession was notified immediately of the delay in publication.</p> <p>Paragraph 4 of the Schedule to the Pre-Release Access to Official Statistics Order 2008 requires that pre-release access may not be granted more than 24 hours before "the time set for publication". The embargoed statistics were shared at 09.30 on 19 April. The delay in publication meant that some individuals had just over 24 hours' pre-release access, but such access was still no more than 24 hours prior to the time set for publication.</p> <p>There was no known disclosure of the statistics by these individuals prior to publication.</p>	

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

<p><i>Provide details of the impact of the breach both inside the producer body and externally</i></p> <p>There is no known impact of the breach – these statistics are not very high-profile and we received no reports of people being unable to access them at the scheduled time.</p>

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

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

Those with access to the Gov.UK system will refresh their training which will include the subsequent Government Digital Service advice to unschedule the release before rescheduling it again in the case of changes..

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)

Things to consider:

- 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

Possible corrective actions:

- 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.

<p>discuss the statistics until further notice?</p>	
<p>Pre-release data shared with someone not on the pre-release list (Protocol 2, principle 7)</p>	
<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?
<p>Statistics published after the required time of 9.30am (Protocol 2, principle 4)</p>	
<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.

