REPORTING A BREACH OF THE CODE OF PRACTICE FOR OFFICIAL STATISTICS

1. Core Information [guidance]

Title and link to statistical output	**Maintained School & Academies Inspections and outcomes** **https://www.gov.uk/government/publications/maintained-schools-and-academies-inspections-and-outcomes-as-at-31-december-2016**
Name of statistical producer	**Ofsted**
Name and contact details of person dealing with report	**Rachel Skentelbery**
Link to published statement about the breach (if relevant)	
Date of report	**21 March 2017**

2. Circumstances of breach [guidance]

Relevant principle/protocol and practice	**Protocol 2, Principle 8**
Date of occurrence of breach	**20 March 2017**

The html version of the Maintained Schools and Academies Inspections & Outcomes Official Statistics was released at 17:00 on Monday 20 March 2017. The official statistics are due to be released at 9:30 on 22 March 2017. The release was up for 30 minutes before being taken down.

The report was set erroneously to publish immediately rather than on 22 March. This mistake occurred through human error.

3. Impact of the breach [guidance]

The html version of the official statistics was published, the underlying data spreadsheets were not. An email was sent out automatically to approximately 13,000 users to inform them that the release was live. On the day, 54 unique users viewed the web page. Unfortunately, we are unable to see from the analytics whether any of these users viewed the live version. The link was taken down after 30 minutes but the analytics don't show who accessed the link in that period of time. Those who followed the link may have seen a live version (in the 30 minutes that it was live) or may have seen the page after the release was taken down. The data in this release are not market sensitive.

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

The release was taken down within 30 minutes

For transparency reasons the link which was sent out via email now directs to a page which states "The page you're looking for is no longer available. The information on this page has been removed because it was published in error.

Published in error. Will be published on 22 March 2017 as previously announced."

A reminder is to be issued to all publishing staff about the importance of publishing statistics at 9:30 on the pre-announced date. All publishing staff to complete a refresher course on publishing statistics on gov.uk.

The statistics will be published as announced at 9:30 on 22 March 2017.

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:	Possible corrective actions:
• 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 discuss the statistics until further notice?	• 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.

Pre-release data shared with someone not on the pre-release list (Protocol 2, principle 7)	
Things to consider:	Possible corrective actions:
- 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?	- 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?
Statistics published after the required time of 9.30am (Protocol 2, principle 4)	
Things to consider:	Possible corrective actions:
- 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?	- 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.