

**TEMPLATE FOR REPORTING BREACHES OF THE PRINCIPLES IN THE CODE OF PRACTICE OR PROTOCOLS:**

**Definition:** A Breach of one or more provisions within the Code or Protocols occurs in situations where a non-observance of the Code was not approved by the National Statistician or Head of Profession (Chief Statisticians in the devolved administrations) in advance of its happening. An example would be either a deliberate or an inadvertent ‘leak’ to the press.

**Report submitted by: (e.g. HoP/CS)** Registrar General for Scotland (HoP).....

**Date of initial Report:**.....

**Reporting Organisation:** General Register Office for Scotland.....

**Producer Organisation:** General Register Office for Scotland.....

**RELEVANT DOCUMENT** .....Protocol on Release Practices.....

Relevant Principle / Paragraph	Principle 2
Circumstances of Breach e.g. Date of occurrence, nature of breach, reasons (where known) for breach	The 2007 Mid Year Population Estimates for Scotland were due for publication on 24 July. The headline information appeared in the Scotland on Sunday on 20 July and in the Daily Record on 21 July.
Public/Commission reaction / Impact on reputation (if any)	The media coverage did not spotlight the fact that it breached the Code and it is unlikely that the lay reader would realise that a breach had taken place. There was therefore no perceptible impact on reputation.
Corrective action taken	Registrar General wrote on 21 July to all who had been given pre-release access, pointing out that the pre-release information was explicitly provided for the sole purpose of allowing Ministers to respond at the time of release and asking all recipients to say what they did with the information. All recipients replied, but none provided any information which allowed the source of the breach to be traced. The e-mail IT system was interrogated but this revealed no relevant information.
Immediate Outcome	As above.

<b>Relevant Principle / Paragraph</b>	<b>Principle 2</b>
<p>Final Outcome (e.g. any resulting change in procedure)</p> <p>N.B. This section may need to be completed later in the cycle</p>	<p>None: the pre-release information clearly stated the confidential nature of the information and it was concluded that pre-release access arrangements could not have been improved.</p>