

[REDACTED]

From: [REDACTED]
Sent: 10 April 2012 17:18
To: [REDACTED]
Subject: FOI Reply 404

[REDACTED]

FOI Reply 404

Thank you for your email sent to the Scotland Office on 15 March 2012.

You asked for the following information under the Freedom of Information Act 2000:

- 1) *What is your procedure for cases where copies of documents produced in your department – whether on paper or in an electronic format – are lost?*
- 2) *In each of the past five financial years, how many such documents were recorded as having been lost?*
- 3) *Please give as much detail as possible about each of the documents misplaced since April 2010, including its subject, the date it went missing, whether it was the only copy, and where it was thought to have been lost.*
- 4) *What is your procedure for cases where copies of documents produced in your department are reported stolen?*
- 5) *In each of the past five financial years, how many such documents were recorded as having been stolen?*
- 6) *Again, please give as much detail as possible about each of the documents stolen since April 2010.*

The Scotland Office has completed its search for information.

The Scotland Office is a small ministerial department, formerly part of the Ministry of Justice (MoJ). Since becoming a separate department in April 2011, the Office continues to comply with the MoJ's Information Assurance Policies. Our Information Assurance arrangements have been subjected to MoJ Internal Audit scrutiny which were rolled out across the wider MoJ family to ensure compliance against the recommendations contained in the Hannigan Report.

In terms of the information you seek, we are treating your request to mean the loss or theft of protectively marked documents. In each of the last five years no protectively marked documents have been recorded as lost or stolen. However, in such an unfortunate event, staff would report the loss or theft of protectively marked data as follows;

- within the first hour, report to your line manager and either via them or directly to the most senior local manager and a local member of the Senior Civil Service (SCS)
- follow the steps outlined in the MoJ data loss quick guide, and
- using the appropriate incident reporting form, report to the MoJ data access & compliance unit.

I hope you find this helpful.

If you are dissatisfied with the decision made in relation to your request you may ask for an internal review. A request for an internal review should be addressed to:

FOI Officer
1 Melville Crescent
EDINBURGH
EH3 7HW

If you are not content with the outcome of the internal review you have the right to apply directly to the Information Commissioner for a decision. The contact details are:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
CHESHIRE
SK9 5AF

If you have any queries about this letter please contact me.

Yours sincerely

[REDACTED]
Scotland Office

[REDACTED]
1 Melville Crescent
Edinburgh
EH3 7HW

-----Original Message-----

From: [REDACTED]
Sent: 15 March 2012 10:50
To: [REDACTED]
Subject: Freedom of Information request: lost and stolen documents

Good morning,

Under the Freedom of Information Act 2000, could I please request answers to the following questions:

- 1) What is your procedure for cases where copies of documents produced in your department – whether on paper or in an electronic format – are lost?
- 2) In each of the past five financial years, how many such documents were recorded as having been lost?
- 3) Please give as much detail as possible about each of the documents misplaced since April 2010, including its subject, the date it went missing, whether it was the only copy, and where it was thought to have been lost.
- 4) What is your procedure for cases where copies of documents produced in your department are reported stolen?
- 5) In each of the past five financial years, how many such documents were recorded as having been stolen?
- 6) Again, please give as much detail as possible about each of the

documents stolen since April 2010.

I look forward to receiving a reply sent to this email address within 20 working days. Please could you write to confirm that you have received this request.

Yours faithfully,

[Redacted signature]

[Redacted contact information]

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