



# Ministry of Defence

Owner: MOD Head of Profession  
for Statistics

Author: Defence Statistics

Issue date: February 2017

## Defence Statistics and Defence Economics Confidentiality Policy

1. This policy summarises the processes which Defence Statistics (DS) and Defence Economics (DE) have put in place in order to protect the security of our data holdings and prevent the disclosure of information about specific individuals in our statistics. These processes have been developed in line with the requirements of the UK Statistics Authority's Official Statistics Code of Practice (specifically Principle 5: Confidentiality).
2. Many of the processes and policies set out here are covered in more detail in internal guidance documents for DS/DE staff.

### **Defence Statistics & Defence Economics Data Holdings**

3. Statistics in DS and DE publications are presented at aggregate level and do not include micro data (information about specific individuals or similar small scale data). However, DS and DE hold extensive micro data covering a range of defence information, which are used in the production of our statistical outputs.

### **Arrangements for Maintaining the Confidentiality of Statistical Data**

4. All staff working in DS & DE, as well as all visitors to DS & DE sites require a pass to enter the premises. There is no public access to any part of the organisation where confidential statistical data may be held.
5. Our data are held on secure networks and systems which have been accredited by the MOD. No micro data are held on unencrypted laptops or portable storage media, or on our website. All transmissions of micro data are conducted within restricted level MOD networks or on encrypted USB sticks.
6. All staff in DS/DE receive data protection training and must sign a confidentiality declaration stating that they understand their responsibilities to data confidentiality under the Official Statistics Code of Practice.
7. Prevention of disclosure of information that could identify individuals in our statistical outputs is controlled through a range of disclosure control measures.
8. DS/DE have internal policies covering disclosure control and data handling which are reviewed at least every 5 years.

## **Arrangements for Providing Controlled Access to Data**

9. DS & DE sometimes share micro data with other government departments, academic researchers, local authorities, and other organisations for statistical, research or legal purposes.
10. In such cases arrangements for sharing data are controlled by a Data Access Agreement which must be approved by DS's Information Asset Owner and DS's Data Protection Officer. Data Access Agreements include requirements relating to physical and technical data security, and receiving organisations are subject to audit of these security arrangements.
11. Full details of all authorised access to DS and DE micro data are available on request from us.

## **Further Information**

12. The Official Statistics Code of Practice can be accessed at the link below:

<http://www.statisticsauthority.gov.uk/assessment/code-of-practice/index.html>

13. If you have any questions regarding this confidentiality policy, please contact DS using the contact details provided on our website.