



Foreign &
Commonwealth
Office

FCO Services

Foreign and Commonwealth Office
King Charles Street
London SW1A 2AH

Website: <https://www.gov.uk>

16 October 2014

FREEDOM OF INFORMATION ACT 2000 REQUEST REF: 0900-14

Thank you for your email of 22 September 2014 asking for information under the Freedom of Information Act (FOIA) 2000. You asked:

All information held regarding the three items listed below:-

- 1. How many Security Breaches have been recorded in the last 12 months within FCOS – please outline full details e.g. date, nature of breach and any actions.*
- 2. How many Security Breaches have been recorded in the last 12 months within FCOS HR – please outline full details e.g. date, nature of breach and any actions.*
- 3. How many Security Breaches have gone on to a Disciplinary Investigation/Hearing, if any have, what was the outcome – please outline full details e.g. date, nature of breach and any disciplinary penalty.*

I am writing to confirm that we have now completed the search for the information which you requested.

I can confirm that the Foreign and Commonwealth Office (FCO) does hold information relevant to your request.

There are security procedures in place to guide staff during their work. Disregarding these procedures can put the organisations information, assets and reputation at risk.

As an organisation we want to encourage best practice, detect and deal with any security issues quickly. A breach of security procedures will be investigated and if upheld will attract points awarded from a sliding scale. Depending on the seriousness of the breach and the individual's previous security record staff could face further actions.

For example

- Informal verbal warning;
- Inclusion of a personal security objective in their annual appraisal;
- Be required to undertake a security refresher course.

Please find attached the information that the FCO can release to you. The dates have been withheld as this information could identify the individuals concerned. It is our view that disclosure of this information would breach the first data protection principle, which states that personal data should be processed fairly and lawfully. Section 40(2) and (3) of the Freedom of Information Act therefore apply. It is the fairness aspect of this principle which we think would be breached by disclosure in this case. In such circumstances section 40 confers an absolute exemption on disclosure. We do not therefore have to apply the public interest test.

In keeping with the spirit and effect of the Freedom of Information Act, all information is assumed to be releasable to the public unless it is exempt. The information we have supplied to you may now be published on our website together with any related information that will provide a key to its wider context.

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Yours sincerely,

FCO Services – Corporate Knowledge & Security Group



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