

## Attachment for FOI request – 0900-14

### *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.*

### **Response**

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.

There have been 74 security breaches in FCOS between 1<sup>st</sup> of September 2013 and 30<sup>th</sup> of September 2014 where breach points have been awarded ranging from between 1 – 6 points.

1. The security breaches have been collated into types:

• Classified information sent over the internet:	11
• Classified material found at/in desk:	7
• Classified material found in unsecure area:	8
• Data Protection Act:	2
• Incorrect classification sent between tiers:	1
• Laptop breach:	1
• Others (where no other "type" fits the requirement:	15
• Personal Information breach:	1
• Unsecure cabinet/key box:	26

- Blanks (where breach remains open and under review): 2

- Total security breaches 01/09/13 to 30/09/14: 74

2. There have been 5 security breaches in HR between 1<sup>st</sup> September 2013 and 30<sup>th</sup> September 2014. Four involved secure cabinets being left unsecured and one involved a key box being left unsecured. All five cases were awarded 1 or 2 breach points each.
3. No security breaches have resulted in a disciplinary investigation / hearing. However, three have resulted in written warnings with breach points awarded.