



Animal &  
Plant Health  
Agency

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[www.gov.uk/apha](http://www.gov.uk/apha)

[REDACTED]  
{By Email}

Our Ref: ATIC0814

Your Ref: [REDACTED]

30 March 2016

Dear [REDACTED]

## PROVISION OF REQUESTED INFORMATION

Thank you for your request for information about information security, which we received on 29 February 2016. Your request has been handled under the Freedom of Information Act 2000.

The information you requested and our response is detailed below:

I am writing under the Freedom of Information Act 2000 to request details of breaches of the Data Protection Act within in your organisation; specifically I am asking for:

1a. Approximately how many members of staff do you have?

APHA has 2321 staff members.

1b. Approximately how many contractors have routine access to your information?

Approximately 52 contractors/agency temps are also employed by APHA, with access to APHA information restricted to their particular area of work.

2a. Do you have an information security incident/event reporting policy/guidance/management document(s) that includes categorisation/classification of such incidents?

APHA has internal guidance for staff on how to report information security incidents. Incidents are not classified at the time of reporting. A classification is applied after the report has been logged.

2b. Can you provide me with a copy of the latest version of these document(s)? (This can be an email attachment or a link to the document on your publicly facing web site)

The extract below is taken directly from APHA's internal webpage for staff guidance on this issue:

### **“Report an information security problem - task**

A security incident is an event which deviates from Her Majesty's Government, Defra and/or APHA security policies and procedures and which may involve the loss, or possible loss, of APHA OFFICIAL or OFFICIAL-SENSITIVE data.

Information security Incidents can cover a wide range of events. See examples below:

- Loss of APHA equipment (e.g. laptop, mobile/blackberry, USB stick, digital camera).
- The transfer of classified data to an unauthorised third party: electronically, verbally or hard copy.
- The loss of classified hard copy or personal data or material, including: case file and official notebook
- Insecure transfer of data: emailing OFFICIAL-SENSITIVE data without encryption to any non-government secure internet (gsi) address and verbally providing OFFICIAL-SENSITIVE level data without authenticating the source of the request (if authentication is available).

### **How to report an incident**

The action taken will depend on the nature of the issue. In all cases the incident should be reported directly to the APHA Information Technology Security Officer (ITSO) either by:

- email the Information Security Team. Complete the IMT11 form.
- telephone
- in person

The basis of this initial contact is to provide basic information to allow the ITSO to accurately assess the severity of the incident and respond accordingly.”

Please note: The guidance contains references to ‘classified’ information. This term is linked in its original location to a GOV.UK website page describing the Government Security Classifications. A link to this web page is included below:

<https://www.gov.uk/government/publications/government-security-classifications>

3a. Do you know how many data protection incidents your organisation has had since April 2011? (Incidents reported to the Information Commissioners Office (ICO) as a Data Protection Act (DPA) breach)

Answer: Yes, No, Only since (date):

There have been no data protection incidents since April 2011 reported to the Information Commissioners Office (ICO) as a Data Protection Act (DPA) breach.

3b. How many breaches occurred for each Financial Year the figures are available for?

Answer FY11-12: FY12-13: FY13-14: FY14-15:

As above.

4a. Do you know how many other information security incidents your organisation has had since April 2011? (A breach resulting in the loss of organisational information other than an incident reported to the ICO, eg compromise of sensitive contracts or encryption by malware. )

Answer: Yes, No, Only since (date):

Yes.

4b. How many incidents occurred for each Financial Year the figures are available for?

Answer FY11-12= 1, FY12-13= 0, FY13-14= 2, FY14-15= 2

5a. Do you know how many information security events/anomaly your organisation has had since April 2011? (Events where information loss did not occur but resources were assigned to investigate or recover, eg nuisance malware or locating misfiled documents.)

Answer: Yes, No, Only since (date):

Yes.

5b. How many events occurred for each Financial Year the figures are available for?

Answer FY11-12= 9, FY12-13=10, FY13-14= 5, FY14-15= 17

6a. Do you know how many information security near misses your organisation has had since April 2011? (Problems reported to the information security teams that indicate a possible technical, administrative or procedural issue.)

Answer: Yes, No, Only since (date):

Yes.

6b. How many near-misses occurred for each Financial Year the figures are available for?

Answer FY11-12= 4, FY12-13= 5, FY13-14= 7, FY14-15= 7

If the specific answers to 4, 5 and 6 are not readily available, I am content for these questions to be modified/replaced with similar questions that are derived from your organisations categorisation/classification system within the documents requested in question 2. I would need to first make an Fol request for question 2 in order to frame suitable questions 4, 5 and 6, then make a second request. Similarly calendar year can replace financial year. Please state in the reply if this option has been implemented.

This option has not been implemented.

I attach an Annex which explains the copyright that applies to the information being released to you and contact details should you be unhappy with the service you have received.

If you have any queries about this letter, please contact the Access to Information Team at the email address below or postal address at the top of this letter.

Yours sincerely

**ACCESS TO INFORMATION TEAM**

Email: [enquiries@apha.gsi.gov.uk](mailto:enquiries@apha.gsi.gov.uk)

## **Annex**

### **Copyright**

The information supplied to you is Crown copyright, unless otherwise stated, and is protected by the Copyright, Designs and Patents Act 1988. You are free to use it for your own purposes, and for the purposes of news reporting. You can find details on the arrangements for re-using Crown copyright information at:

<http://www.nationalarchives.gov.uk/doc/open-government-licence/open-government-licence.htm>

Information you receive which is **not** subject to Crown Copyright continues to be protected by the copyright of the person, or organisation, from which the information originated. You must ensure that you gain their permission before reproducing any third party (non Crown Copyright) information.

In keeping with the spirit and effect of the Freedom of Information Act 2000/Environmental Information Regulations 2004, all information is assumed to be releasable to the public unless exempt. The information released to you may now be published on our website together with any related information that will provide a key to its wider context.

### **Complaints**

If you are unhappy with the result of your request for information you may request an internal review within 40 working days of the date of this letter.

If you wish to request an internal review, please contact: The Access to Information Team at [enquiries@apha.gsi.gov.uk](mailto:enquiries@apha.gsi.gov.uk) or at the postal address at the top of this letter, who will arrange for an internal review of your case.

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. Please note that generally the Information Commissioner cannot make a decision unless you have first exhausted APHA's own complaints procedure. The Information Commissioner can be contacted at:

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