



Ministry
of Defence

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FREEDOM OF INFORMATION REQUEST

Your correspondence dated 25 February 2016 is considered to be a request for information in accordance with the Freedom of Information Act (FOIA) 2000. You requested the following information:

- 1)Q: *What is meant by a disclosure?*
- 2)Q: *What defines a breach of security policy?*
- 3)Q: *What was the incident of unauthorised access? How does this differ to a breach of security?*
- 4)Q: *I would like to know the type of documents that have been lost/stolen from the RAF bases?*
- 5)Q: *What material has been disclosed and why was it disclosed?*
- 6)Q: *What does the "breach of contravention of security policy" mean? (In layman's terms). If possible, what were these breaches?*
- 7)Q: *What is the 2014 unauthorised access incident at RAF Marham? How does this differ from breach of security police?"*

A search for the the information you requested has now been completed within the Ministry of Defence (MOD) and I can confirm that information in scope of your request is held.

1)Q: What is meant by a disclosure?

Disclosure is one of several types of incidents that are recorded as information assurance breaches. It means an incident where classified material potentially may have been disclosed in error and potentially seen by unauthorised persons.

The Ministry of Defence treats all breaches of security very seriously and requires all breaches to be reported. All incidents are subjected to an initial security risk assessment with further action taken on a proportionate basis.

2) & 6) Q: What defines a breach of security policy?

Q: What does the "breach of contravention of security policy" mean? (In layman's terms). If possible, what were these breaches?

I have taken this question to mean 'Breach/Contravention of Security Policy'. Breach/Contravention of Security Policy is one of several types of incidents that are recorded as information assurance breaches. It means an incident where potentially there may have been a breach of security policy as contained in MOD Security Policy publications.

This type of information security breach includes MOD IT account sharing and inappropriate internet web browsing.

3)Q: What was the incident of unauthorised access? How does this differ to a breach of security?

In 2014, a commercial visitor was granted escorted access to the base for a meeting. Subsequent checks determined there was no agreed meeting; as such the visitor was removed from the base. The incident was investigated but not deemed suspicious and was attributed to a miscommunication. This was deemed an 'unauthorised access' because there was no reason for the individual to be on the base.

Unauthorised access is one of several types of incidents that are recorded as information assurance breaches. It means an incident where potentially there may have been unauthorised access to a MOD establishment.

4)Q: *I would like to know the type of documents that have been lost/stolen from the RAF bases?*

The type of documents range from individual documents to complete folders, at different classifications, covering the routine Defence related activities and include potential document mustering errors. Mustering errors refers to occasions where the disposal of a document, eg destruction or transfer to another file/location, has not been properly recorded.

5)Q: *What material has been disclosed and why was it disclosed?*

The material range from unauthorised publication of Defence related material online and the incorrect handling of classified material.

The main reason for disclosure is human error. We are constantly reviewing our security policies and training to try to reduce the number of these incidents.

7)Q: *What is the 2014 unauthorised access incident at RAF Marham? How does this differ from breach of security?*

Please see the response provided for question 3 above.

If you are not satisfied with this response or you wish to complain about any aspect of the handling of your request, then you should contact me in the first instance. If informal resolution is not possible and you are still dissatisfied then you may apply for an independent internal review by contacting the Information Rights Compliance team, 2nd Floor, MOD Main Building, Whitehall, SW1A 2HB (e-mail CIO-FOI-IR@mod.uk). Please note that any request for an internal review must be made within 40 working days of the date on which the attempt to reach informal resolution has come to an end.

If you remain dissatisfied following an internal review, you may take your complaint to the Information Commissioner under the provisions of Section 50 of the Freedom of Information Act. Please note that the Information Commissioner will not investigate your case until the MOD internal review process has been completed. Further details of the role and powers of the Information Commissioner can be found on the Commissioner's website, <http://www.ico.org.uk>.

Yours sincerely,

Information Systems and Services (ISS) Secretariat

