

**THIS ITEM IS FOR INFORMATION ONLY**

(Please note that "Information Only" reports do not require Integrated Impact Assessments, Legal or Finance Comments as no decision is being taken)

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| <b>Title of meeting:</b> | Governance & Audit & Standards Committee         |
| <b>Subject:</b>          | Data Security Breaches Report                    |
| <b>Date of meeting:</b>  | Wednesday 28 February 2024                       |
| <b>Report by:</b>        | Elizabeth Goodwin, Senior Information Risk Owner |
| <b>Wards affected:</b>   | All  |

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**1. Requested by**

Governance & Audit & Standards Committee

**2. Purpose**

To inform the Committee of any Data Security Breaches and enable them to determine whether any trends appear and whether any further actions should be recommended.

**3. Information Requested**

The appendix provides an overview of the breaches that have occurred since September 2023.

The number of breaches is 11% lower compared to the same period in 2022/23. 96% of all incidents were due to human error, with 55% of all breaches occurring as a result of emails being sent to the wrong recipients. These trends are consistent with all previous reporting periods.

Members of staff from the Information Governance, IT Security & Corporate Communications Teams have been working together on a campaign to raise awareness around the importance of checking emails carefully before sending them. "Maitips" have also been activated in Outlook, generating an alert when sending an email either to a recipient outside the council or to a large audience. This prompts the sender to check the recipients details and contents of the email before sending.

The Information Governance Team continues to work with all areas of the council in response to every breach, to improve practices and minimise the risk of reoccurrence.

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Signed by (Director)

**Appendices:**

One Appendix - Appendix A

**Background list of documents: Section 100D of the Local Government Act 1972**

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

| <b>Title of document</b> | <b>Location</b> |
|--------------------------|-----------------|
| None                     |                 |
|                          |                 |