

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)

Title of meeting:	Governance & Audit & Standards Committee
Subject:	Data Security Breaches Report
Date of meeting:	Wednesday 2 October 2024
Report by:	Elizabeth Goodwin, Senior Information Risk Owner
Wards affected:	All

1. Requested by

Governance & Audit & Standards Committee.

2. Purpose

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

3. Information Requested

The appendix provides an overview of the data breaches that have occurred in the council since February 2024.

The number of breaches is 20% higher compared to the previous reporting period but this may be as a result of the communication sent to all staff reminding them of the importance of reporting data breaches in a timely way.

Although the number was higher, none of the incidents reached the threshold for reporting to the Information Commissioner's Office (ICO). Each breach is assessed using the council's risk matrix and the online assessment toolkit issued by the ICO. Where it is unlikely that the breach will result in a high risk to individuals, it does not need to be reported to the ICO.

96% of all incidents were due to human error, with 57% of all breaches occurring as a result of emails being sent to the wrong recipient. This is consistent with all previous reporting periods and national trends collated by the ICO. The Information Governance Team continues to work with colleagues in IT to see how Data Loss Prevention tools

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available through the Microsoft Office 365 suite of products can be used to reduce email breaches.

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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:

Title of document	Location
None	