

Appendix 1- Data tables

Table 1- data protection breaches notified during 2022/23.

<u>Reason for breach</u>	<u>Quantity</u>
Incorrect email recipient	13
Complainant's details disclosed to the subject of the complaint	2
Unauthorised access to database	2
Incorrect enclosure sent with letter	3
Completed form attached to an email rather than a blank one	1
Failure to redact personal information	1
Contents of letter incorrectly copy and pasted in to email out of office message	1
Content of letter visible in letter window due to misfolding of letter	1
Multiple documents disclosed rather than individual document	1
Pivot tables in Excel spreadsheet published online with ability to access raw data	1
Password breach	1

Table 2: Number of completed Freedom of Information (FOI) and Environmental Information Regulation (EIR) Requests for 2014/15 to 2022/23

<u>Year</u>	<u>Total Requests Received</u>	<u>Number Within Deadline</u>	<u>Percentage Within Deadline</u>
14/15	1138	1038	91%
15/16	1236	1153	93%
16/17	1331	1281	96%
17/18	1367	1303	95%
18/19	1500	1425	95%
19/20	1261	1221	96%
20/21	1196	1010	84%
21/22	1009	880	87%
22/23	1057	966	91%

Table 3: Number of Data Protection Requests (Requests for personal data)

<u>Year</u>	<u>Total Requests Received</u>
19/20	202
20/21	146
21/22	203
22/23	236