

## Appendix 1- Data Protection Breaches Statistics

**Table 1- Data Protection Breaches notified during 2023/24**

<b><u>Reason for breach</u></b>	<b><u>Quantity</u></b>
Incorrect email recipient	14
Incorrect attachment to email	3
Failure to BCC email addresses	2
Incorrect letter recipient	2
Incorrect enclosure with letter	1
Sharing login details	1
Missing/lost documents	3
Verbal disclosure of information	1
Documents left in public place	1
Incorrectly linked accounts of citizens	1
Copy and paste error	1
Automated reporting error	1

<u>Reason for breach</u>	<u>Quantity</u>
Failure to redact	1
Incorrect recipient for Microsoft Teams invite	1
<b>Total</b>	<b>33</b>