

Appendix 1- Data Protection Breaches Statistics

Table 1- Data Protection Breaches notified during 2023/24

<u>Reason for breach</u>	<u>Quantity</u>
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
Total	33