



**LEGAL SERVICES  
BOARD**

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## **Freedom of Information request**

Date request received: 28 February 2016

Date of response: 22 March 2016

LSB reference: 20160228-01

### **Request and response:**

I write in response to your email of 28 February in which you have requested information about any breaches of the Data Protection Act that have taken place at the Legal Services Board. Your enquiry has been considered in accordance with the provisions of the Freedom of Information Act 2000.

I can confirm that the LSB holds this information, and our answers are set out in bold below.

1a. Approximately how many members of staff do you have?

1b. Approximately how many contractors have routine access to your information?

- a. **The LSB has approximately 32 members of staff**
- b. **One set of contractors, our IT partners, Co Op Systems, have some access to our information, excluding personal and sensitive material and finance related information.**

2a. Do you have an information security incident/event reporting policy/guidance/management document(s) that includes categorisation/classification of such incidents?

2b. Can you provide me with a copy of the latest version of these document(s)? (This can be an email attachment or a link to the document on your publicly facing web site)

**I attach a copy of the LSB's Data Protection Policy, and refer you to paragraph 31 dealing with the notification of data breaches to the Information Commissioner's Office:**

### **31 Notify breaches to the ICO**

**31.1 Colleagues must inform the Corporate Governance Manager or Corporate Director of any personal data breaches, in order that the Information Commissioner may be notified. Failure to comply with the requirement to submit breach notifications to the Commissioner can incur a £1,000 fine on the organisation.**

**31.2 The notification must include at least a description of:**

- **the nature of the breach;**

- **the consequences of the breach; and**
- **the measures taken or proposed to be taken by the data controller to address the breach.**

3a. Do you know how many data protection incidents your organisation has had since April 2011? (Incidents reported to the Information Commissioners Office (ICO) as a Data Protection Act (DPA) breach) Answer: Yes, No, Only since (date):

3b. How many breaches occurred for each Financial Year the figures are available for?  
Answer FY11-12: FY12-13: FY13-14: FY14-15:

**Since April 2011, the LSB has made one notification to the ICO regarding a potential DPA breach. This potential breach occurred in FY11/12, but it only came to our attention in FY15/16.**

4a. Do you know how many other information security incidents your organisation has had since April 2011? (A breach resulting in the loss of organisational information other than an incident reported to the ICO, eg compromise of sensitive contracts or encryption by malware.) Answer: Yes, No, Only since (date):

4b. How many incidents occurred for each Financial Year the figures are available for?  
Answer FY11-12: FY12-13: FY13-14: FY14-15:

**There have been no other information security incidents at the LSB that we are aware of since 2011**

5a. Do you know how many information security events/anomaly your organisation has had since April 2011? (Events where information loss did not occur but resources were assigned to investigate or recover, eg nuisance malware or locating misfiled documents.) Answer: Yes, No, Only since (date):

5b. How many events occurred for each Financial Year the figures are available for?  
Answer FY11-12: FY12-13: FY13-14: FY14-15:

**There has been one information security event in which an email was sent to the wrong address and therefore the wrong recipient. This took place in FY13/14**

6a. Do you know how many information security near misses your organisation has had since April 2011? (Problems reported to the information security teams that indicate a possible technical, administrative or procedural issue.) Answer: Yes, No, Only since (date):

6b. How many near-misses occurred for each Financial Year the figures are available for?  
Answer FY11-12: FY12-13: FY13-14: FY14-15:

**There has been one information security “near miss” in which the identities of anonymised contributors to a report were identifiable as a result of the limited size of the group. This near miss took place in FY14/15**

If you are dissatisfied with our response to your request for information, you have the right to ask for an internal review or to submit a complaint (see LSB’s Freedom of information – Complaints procedure:

[http://www.legalservicesboard.org.uk/can\\_we\\_help/lbs\\_policies\\_procedures/freedom\\_of\\_information/index.htm](http://www.legalservicesboard.org.uk/can_we_help/lbs_policies_procedures/freedom_of_information/index.htm)

Thank you for your offer for us to partake in your academic research. However, we would respectfully decline at this stage.