

## **DCMS confidentiality and access compliance statement**

**This statement is issued in conformance with the requirements set out in the National Statistics "Protocol on Data Access and Confidentiality".**

It sets out the arrangements that have been put in place to:

- Protect the security of our data holdings and uphold our guarantee that no statistics will be produced that are likely to identify an individual unless specifically agreed with them;

while at the same time:

- Obtain maximum value from these micro-data, once obtained, by extending appropriate, controlled access to bona-fide and authorised third parties.

### **Arrangements for maintaining the confidentiality of statistical data**

DCMS complies with BS7799.

- **Physical security**  
All staff working in this organisation and all visitors to its sites require a pass to access the premises. Confidential statistical data are stored securely.
- **Technical security**  
We maintain a GSI network. No confidential statistical data are held on laptops or any other portable devices or kept on unprotected portable storage media. All transmission of micro-data is conducted within the GSI network or on encrypted e-mail or password protected CDs.
- **Organisational security**  
We use a combination of survey project managers and data managers to protect and maintain our data.
- **Disclosure security**  
We use a combination of data manipulation and/or statistical disclosure techniques to meet the confidentiality guarantee.

### **Arrangements for providing controlled access to micro-data**

DCMS holds microdata for 2 administrative data collections: Betting and Liquor Licensing Applications. Meanwhile Lottery Awards microdata are available online – see <http://www.lottery.culture.gov.uk/>.

Data may be released under arrangements described in a service level agreement, concordat, contracts, and confidentiality declarations. In every case, a prospective customer must make an application for approval for

release to the Department's Chief Statistician. Statistics Branch also maintains the definitive documentation of all access to data held by the Department.

- **Recording the details of access authorisations**  
Full details of all authorised access to the department's micro-data are available on request from the Department's Chief Statistician. General information about every release is available on the Departmental website. The detailed information is updated with every authorisation.
- **Auditing of beneficiaries of access**  
All beneficiaries of access are required to agree to audits of organisational, technical and physical security. The standards must be those to which the beneficiary agreed in the data access agreement.

For more information about the National Statistics code of practice and protocols, see <http://www.statistics.gov.uk/>.