

## SCHEDULE

### Rules and principles relating to pre-release access

#### **Record-keeping**

9.—(1) In relation to any statistics in respect of which the person responsible has granted pre-release access under this Order, the person responsible must make, as soon as is reasonably practicable, records of—

- (a) the name of the statistics;
- (b) the name, position and contact details of any individual to whom they have granted access;
- (c) the date and time from which that individual was given access;
- (d) the ground in paragraphs 1(1)(a) to (h) under which access was granted;
- (e) where access has been granted under the ground in paragraph 1(1)(h), the purpose to be achieved by the access;
- (f) any discussions or correspondence with the individual about the format, content or timing of the publication of the statistics;
- (g) any information which they have notified to the Statistics Board under paragraphs 4(4) or 7;
- (h) any information given to them under paragraph 5(8), along with the details of when and by whom that information was given to them;
- (i) any information received by them about a possible failure by any individual to comply with the requirements of paragraph 5, along with the details of when and by whom that information was given to them;
- (j) any information received by them about any disclosure of the statistics which was not one which was permitted by this Order, along with the details of when and by whom that information was given to them; and
- (k) any information received by them about any disclosure of an indication of the content of the statistics or of what they may have shown, along with the details of when and by whom that information was given to them.

(2) The records must be retained by the person responsible for a period of no less than 7 years from the date of the publication of the statistics to which they relate.