

Pre-release Policy for Statistical Publications



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Last updated: April 2015

This policy will be reviewed annually.

Next review will take place by: April 2016

Introduction

To ensure that appropriate individuals are able to respond to questions arising from information in any of our statistical publications we give them access to the documents 24 hours before the documents are published on the National Statistics Hub. By doing this we follow the rules and principles that are set out in the Pre-release Access to Official Statistics Order 2008.

Only the Data and Statistics Manager (Head of Profession for Statistics) can grant pre-release access to our statistical publications. Individuals may request pre-release access from the Data and Statistics Manager who will check they meet our criteria for pre-release access as either:

1. Individuals with policy or operational responsibility for a subject matter covered by the statistical publication and who may need to respond to questions about the statistics, or take appropriate action, when the publication is made public; or
2. Press officers responsible for communicating with the media with respect to the statistics in the publication.

Before the Data and Statistics Manager grants pre-release access, he/she must be satisfied that the individual fully understands our pre-release terms and conditions. The individual must also send an email to the Data and Statistics Manager confirming that our pre-release terms and conditions have been received and filed.

We include our pre-release terms and conditions a reminder with every pre-release report that we issue (see below).

The list of people allowed pre-release access to each publication is regularly reviewed.

Our Chair and Chief Regulator do not need to apply for pre-release access. They are automatically granted pre-release access on the understanding that they will comply with our pre-release terms and conditions.

Pre-release terms and conditions and notification text

In all cases this text will be amended with relevant dates as necessary and attached to the email containing the publication sent from the Data and Statistics Manager to the authorised individual:

Please find attached a restricted version of [*insert name and date of publication*]. These bulletins are classed as Official Statistics and will be published on Ofqual's website at 9.30am tomorrow, [*insert date*]. You have been given 24 hour pre-release access.

You are receiving privileged access to this bulletin 24 hours in advance of publication, in accordance with the UKSA's Code of Practice for Official Statistics and the Pre-release Access to Official Statistics Order 2008. Please note that these documents are **restricted to the named recipients only**, and the contents should not be disclosed to any other individual before 9.30am tomorrow, [*insert date*].

We wish to make our publications widely accessible. Please contact us if you have any specific accessibility requirements.

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