

# Rounding Policy



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*Last updated: April 2015*

*This policy will be reviewed annually.*

*Next review will take place by: April 2016*

## **Introduction**

We do our best to ensure that the official statistics we publish do not reveal the identity of any individuals or organisations, or any private information about them. Private information that we collect to produce official statistics is confidential and we use it for statistical purposes only. We follow the guidance issued by the Government Statistical Service / Government Research Service about this.

## **How we define private information**

Private information is information that:

- relates to an identifiable legal or natural person;
- is not in the public domain or common knowledge; and
- would cause them damage, harm or distress if the information were made public.

A 'legal person' is a company or other organisation that has legal rights and duties. A 'natural person' is a member of the public. Where we use the term 'individual' in our publications it means both legal and natural persons, both living and dead.

Information that is lawfully in the public domain and readily available to the public does not automatically become confidential when it is used to produce a statistic.

## **How we use rounding**

Rounding involves adjusting numbers to a specified base. For example, if we were using a base of 5 we would round all the numbers in a publication or part of a publication up or down to be a multiple of 5. In this example, a value of 26 would be rounded down to 25.

Rounding creates uncertainty about the real value of a number. It makes very small changes to the data that do not affect the data's overall accuracy.

We use rounding wherever it is needed to make sure that our data does not reveal the identity of an individual, or any private information about them. We also use rounding to make our published data clearer.

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

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