



Additional responses to rectify loss
Additional responses to rectify loss
Change of process to ensure documents are not lost again
Process put in place to ensure recordings for interview skills training are either erased, or removed and secured safely with the camera, after an exercise
Ministers, Permanent Under-Secretary (PUS) and Information Commissioner's Office (ICO) informed. FCO assisted British Council with making procedural changes
Addresses removed from second consular Duty Officer folder. Staff warned about incident and to report suspicious activity. Out of hours duty guidance reviewed
Full search carried out. Fraud and Compliance team reviewed procedures
Printer moved away from window and window locked. Process in place to ensure personal data is not left on printers
Estates & Security Directorate and Chief Information Security Officer informed and dealt with this
Usernames and passwords changed within 30 minutes of incident being reported. Comprehensive access audit carried out to check only recognised users only had access. New procedures and training practices introduced to ensure such an incident would not happen again
Changes made to procedure for making this information available for future courses
Review of security procedures at other medical centres. Loss reported to PUS and ICO
Review of loan arrangements for personnel files carried out. Reminders about guidance for staff using such services are now sent regularly
All staff members interviewed. All passports were cancelled and alerts sent to all ports. Review of procedures carried out and appropriate changes implemented
Appropriate Consular Assistance team informed. Prison authorities in Ireland informed individual concerned. Ministry of Justice also aware and confirmed that transfer process not affected by loss of document