

Our ref: FOI2115

Date 9 April 2018

By Email

Freedom of Information

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Dear Miss Lay

Freedom of Information Request dated 9 April 2018

Thank you for your correspondence dated 9 April 2018 requesting information under the Freedom of Information Act 2000 concerning staff use of instant messaging and social media.

Your request is being dealt with under the terms of the Freedom of Information Act 2000 and we will respond as quickly as we can and in any case no later than 8 May 2018. Occasionally we require further information or time to complete the request and in this event we will write to you with more details.

If you have any queries about this request do not hesitate to contact me. Please remember to quote the reference number above in any future communications.

Yours sincerely,

Amanda Kimber
Freedom of Information Officer

