

J White

By email: [request-352863-4b09cf74@whatdotheyknow.com](mailto:request-352863-4b09cf74@whatdotheyknow.com)

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**Please ask for:** **Sarah Klapkowski**  
Our Ref: SK/FOI6507  
Your Ref:  
Date: 5 September 2016

Dear Sir/Madam,

### **Freedom of Information Request**

Thank you for your email of 18 August 2016, requesting information about our social media policy. Your request was as follows; for your convenience, our answers are highlighted in bold.


1. Please provide me with a copy of your authority's Social Media Policy (for employees) or equivalent and the date it was adopted  
**A copy of our Social Media Policy for employees is attached. It was adopted in April 2013.**
2. Please provide me with a list of the Social Media accounts managed by your authority  
**Twitter, Facebook, Instagram**
3. Please detail training offered to staff on the use of social media  
**Other than some Leisure posts/tweets all Council posts/tweets are centrally administrated by the Communications Team, therefore training is given to new starters, ad hoc training for staff becoming responsible for this task and ad-hoc refresher training undertaken with staff with access to post/tweet on our accounts.**
4. Please state how many people in your organisation have been disciplined as a result of social media policy breaches during calendar years 2011-2015.  
**None**
5. Please provide the approximate number of people employed by your corporate organisation.  
**489**

I trust that this satisfies your request but if you have any queries please do not hesitate to contact me on telephone 0115 901 3951.

If you are not satisfied with how your request has been dealt with then you should complain by writing to Mr. J Robinson, Chief Executive. This letter should be marked for the attention of Caroline Rajchel in the Chief Executive's Secretariat at the Civic Centre, Arnot Hill Park, Arnold, Nottingham NG5 6LU.

If you are still not satisfied with the outcome of your complaint then you have a right of appeal to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF Telephone 01625 545 700 or [www.ico.org.uk](http://www.ico.org.uk)

Yours faithfully



**Sarah Klapkowski**

**Information and Practice Manager, Legal Services**

**On behalf of the Director of Organisational Development and Democratic Services**

If you consider that you have a disability or have any special needs that may make it difficult for you to attend an appointment or respond to this letter, please contact the Council Officer dealing with your enquiry or ask a friend or relative to contact that officer on your behalf and we will endeavour to make alternative arrangements.

Should you require a large print version of this letter please contact Sarah Klapkowski on **0115 901 3951**