



Home Office

Shared Services
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Wayne Pearsall
[request-172909-
2ccc011b@whatdotheyknow.com](mailto:request-172909-2ccc011b@whatdotheyknow.com)

17 September 2013

Dear Mr. Pearsall,

Freedom of Information request: Case 28696

Thank you for your e-mail of 13th August 2013, in which you asked for a copy of the Home Office policy that outlines responsibilities for employees in relation to their use of "personal communication methods". Your request has been handled as a request for information under the Freedom of Information Act 2000.

We believe that some of the information you have requested is already reasonably accessible to you. It can be found *at the following link*:

<https://www.gov.uk/government/publications/home-office-twitter-policy/home-office-twitter-policy>

Section 21 of the Freedom of Information Act exempts the Home Office from having to provide you with this information, because it is already reasonably accessible. If you have any difficulties in accessing this information at the source which I have indicated, please contact me again.

I am also able to disclose the information set out in the attached Annexes B-G.

The general policy of the Home Office is not to disclose, to a third party, personal information about another person. This is because we have obligations under the Data Protection Act and in law generally to protect this information. Your request which includes personal information has been considered in line with our obligations under the Freedom of Information (FOI) Act. However, we have concluded that some of the information you have requested is exempt from disclosure under section 40(2) of the FOI Act. This exempts personal data if disclosure would breach any of the data protection principles. This has been applied to the document in annex F & G.

In keeping with the Freedom of Information Act, we assume that all information can be released to the public unless it is exempt. In line with normal practice we are therefore releasing the information which you requested via the Home Office website.

I hope that this information meets your requirements. I would like to assure you that we have provided you with all relevant information that the Home Office holds.

If you are dissatisfied with this response you may request an independent Internal review of our handling of your request by submitting a complaint within two months to the address below, quoting reference **28696**. If you ask for an internal review, it would be helpful if you could say why you are dissatisfied with the response.

Information Access Team
Home Office
Ground Floor, Seacole Building
2 Marsham Street
London SW1P 4DF
e-mail: info.access@homeoffice.gsi.gov.uk

As part of any internal review the Department's handling of your information request will be reassessed by member of staff who was not involved in providing you with this response. If you remain dissatisfied after this internal review, you would have a right of complaint to the Information Commissioner as established by section 50 of the Freedom of Information Act.

Yours sincerely

G. Banerjee
Information Access Team

Switchboard 020 7035 4848
E-mail info.access@homeoffice.gsi.gov.uk

Annex A

Freedom of Information request from W. Pearsall (reference 28696)

Information requested

I am enquiring into your policy in relation to the use of personal email accounts at the Home Office whilst employees are on duty.

Can you please provide me with a copy of your policy that outlines responsibilities for employees in relation to their use of "personal communication methods".

By "Personal Communication methods" I include: email, telephone, mobiles, sms, facebook, twitter, google+ (and any other social media site), "dropbox websites" (such as dropbox.com)

I am keen to discover the extents that The Home Office goes to ensure that the personal information of both clients and employees is protected.

Date : 17 September 2013