

S13 (1)

Reply by email: S13 (1)

Telephone: 01636 655216/7

Email: [freedom@nsdc.info](mailto:freedom@nsdc.info)

Your ref:

Our ref: **RFI-2016-0971**

06 September 2016

Dear Sir or Madam

**Request for information: RFI-2016-0971**

Your request for information about our social media policy has now been considered. The information held by the Council relevant to your request is set out below:

1. Please provide me with a copy of your authority's Social Media Policy (for employees) or equivalent and the date it was adopted

*Please see attached guidance approved 31st July 2014*

2. Please provide me with a list of the Social Media accounts managed by your authority

*A list of these is available at:*

<http://www.newark-sherwooddc.gov.uk/socialmedia/>

3. Please detail training offered to staff on the use of social media

*Ad hoc training provided depending on requirements of business units. HR also compile a list of individual training needs from Staff Development Interviews. Occasionally Communications Team s staff attend training courses such as 'Channel Shift Camps' which inevitably include social media workshops*

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.

*Three*

5. Please provide the approximate number of people employed by your corporate organisation.

430

This request has been handled under the Freedom of Information Act 2000.

This response refers to information held by Newark & Sherwood District Council and does not include information relating to the Council's housing stock or the management of that stock. This information is held by a wholly owned arm's length company, Newark and Sherwood Homes Ltd, which for the purposes of Freedom of Information, is classed as a separate public body. Newark and Sherwood Homes Ltd can be contacted via their website at [www.nshomes.co.uk](http://www.nshomes.co.uk)

Where provided, the direct contact details of individual Council officers must not be used for the purposes of direct marketing.

If you have any further queries or concerns about the information provided please do not hesitate to contact us. If we do not hear from you within 40 days, starting the day after the date of this letter, we will consider the request closed.

If following our response to your query you are still dissatisfied you have the right to request an internal review. This will be conducted by the Director of Safety or the Deputy Chief Executive who have not been involved with the request or complaint until this point. Should you wish to proceed to this stage please advise us quoting the reference number at the top of this page.

Should you be dissatisfied with the outcome of any internal review to the Council you have a further right of appeal to the Information Commissioner's Office, details of which can be found on the Information Commissioner's website [www.ico.org.uk/](http://www.ico.org.uk/)

More details of this complaints process are available to view on our website at the following link: [www.newark-sherwooddc.gov.uk/yourcouncil/makingarequestforinformation/accesstoinformation-complaintsprocedure/](http://www.newark-sherwooddc.gov.uk/yourcouncil/makingarequestforinformation/accesstoinformation-complaintsprocedure/)

Yours sincerely

David Clarke

S13 (1)



Information Governance Officer