

Further to my email of 15 January 2015, I am now in a position to respond to your request for information of 14 January 2015, which was:

*Under the Freedom of Information Act, I would like to know how many cases of the following were recorded in 2014:*

- 1. Staff misusing social websites such as Facebook, Twitter etc., be that in or outside of the workplace. In each case, describe the misuse, note which website was used, and the steps taken against the member of staff.*
- 2. Staff breaking the Data Protection Act. In each case I would like to know how the act was broken, and which steps were subsequently taken.*

We do not hold recorded information of staff misusing social websites. With regard to your second question, we hold recorded information of one instance in 2014 of an employee's personal information being accidentally shared with another employee who was not authorised to have access to it. The matter was discussed with the employees concerned, the information was deleted by the unauthorised recipient, apologies were given, and the matter was discussed with the member of staff responsible in order to learn lessons and avoid a recurrence.

I have not applied any exemptions, however if you wish to complain about my handling of your request, please email or write to me.

If you have any queries, please do not hesitate to contact me.

Yours sincerely

Ian Phillips