

30 April 2014

Dear

### **Freedom of Information Act Request**

#### **Original Request:**

- 1a Does your organisation have a policy or guidelines (or document by similar name) for staff on your organisation's permissible use of social media for business purposes?
- 1b If yes, when was this policy (or guidelines) introduced?
- 1c Please also provide an electronic copy (or link to online version) of the policy and/or guidelines.
  
- 2a Does your organisation provide guidelines (or document by similar name) for staff on the use of social media for business or personal purposes?
- 2b If yes, when were these guidelines (or document by similar name) introduced?
- 2c Please also provide an electronic copy (or link to online version).
  
3. Since 1 January 2005 and for each calendar year to date, please detail how many staff in your organisation have been cautioned or disciplined (or similar) for their inappropriate or unsuitable use of social media either on work or personal accounts?

Please break figures down by year with headline/brief summary of reason for disciplinary action.

- 4a Has social media use by your staff, either on work or personal accounts/profiles, ever been the source of media coverage?
- 4b If yes, please detail the names of media titles and dates of coverage.

#### **Our Response:**

Further to your FOI request, detailed below is the information requested:

Wirral Community NHS Trust was formed in April 2011 and does not hold any information before that date. The trust's Social Media Policy was published in November 2010 and is available on the trust's website ([www.wirralct.nhs.uk](http://www.wirralct.nhs.uk)). An e.mail policy is also available on the trust's website.

No staff have been cautioned or disciplined for inappropriate or unsuitable use of social media nor has there been any media coverage following the use of social media by staff.