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[REDACTED]

03 July 2014

Dear [REDACTED]

**FREEDOM OF INFORMATION ACT 2000 – INFORMATION REQUEST  
(Our file: FOI\_14-121)**

We have now considered your request of 14 June 2014 for information relating to social media and University staff.

Our response to your request is on page 2 of this letter and we hope this will meet your requirements. As we have not received any response to our requests for clarification sent on 17 and 27 June 2014, we are proceeding on our understanding of this request; namely that it concerns University staff only.

Please note that any material over which UEA has copyright is released on the understanding that you will comply with all relevant copyright rules regarding reproduction and/or transmission of the information provided.

You have the right of appeal against this decision. If you wish to appeal, please set out in writing your reasons for appealing and send to the above address.

You must appeal our decision within 60 calendar days of the date of this letter. Any appeal received after that date will not be considered nor acknowledged. This policy has been reviewed and approved by the Information Commissioner's Office.

You also have a subsequent right of appeal to the Information Commissioner at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Telephone: 0303 123 1113  
Website: <http://www.ico.org.uk/>

Please quote our reference given at the head of this letter in all correspondence.

Yours sincerely

David Palmer  
Information Policy and Compliance Manager  
University of East Anglia

## Response to Freedom of Information Act 2000 request (FOI\_14-121)

### 1. What is your council's policy on the use of social media?

UEA has a number of policies relating to the use of social media relating to staff usage of social media. The main policy in regards use of social media is contained within the document entitled '[Conditions of Computer Use](#)'<sup>1</sup> in sections 3.12 and 3.13 which address internet publishing and use of external services respectively.

The Admissions, Recruitment and Marketing division within UEA also publishes general guidance on the use of social media on the UEA website [here](#)<sup>2</sup>. This includes specific guidance on social media within the document entitled [Social Media Guidelines](#).<sup>3</sup>

### 2. Do you provide guidance for employees regarding usage outside of work? what is this guidance?

Whatever guidance is provided to staff is within the material noted in the response to question 1.

### 3. How many conduct issues did you have in 2011, 2012, 2013, 2014 relating to the use of social media

The requested information is presented within the table below:

| Year | Conduct issues relating to use of social media | Cases resulting in dismissal | Cases resulting in a written warning |
|------|--|------------------------------|--------------------------------------|
| 2011 | 0  | 0                            | 0                                    |
| 2012 | 1  | 0                            | 1                                    |
| 2013 | 3  | 0                            | 0                                    |
| 2014 | 0  | 0                            | 0                                    |

### 4. How many of these cases resulted in the employees dismissal? how many resulted in written warnings?

See the table above.

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<sup>1</sup> <https://www.uea.ac.uk/is/itregs/cocu-pdf>

<sup>2</sup> <https://www.uea.ac.uk/mac/digital-marketing/social-media>

<sup>3</sup> <https://www.uea.ac.uk/mac/digital-marketing/Social+Media+Guidelines>