



University of East Anglia

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[REDACTED]

30 November 2015

Dear [REDACTED]

Freedom of Information Act 2000 – Information request (ref: FOI_15-239)

We have now considered your request of 13 November 2015 regarding University policies regarding staff use of social media services and websites. Our response is on page 2 of this letter, together with a copy of your request, and we hope this will meet your requirements.

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 response. If you wish to appeal, please set out in writing your reasons for appealing and send to the above address. You must appeal 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's Office. Further information is available on their website:

https://ico.org.uk/Global/contact_us, or by telephone on 0303 123 1113.

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

Yours sincerely

Dave Palmer
Information Policy and Compliance Manager
University of East Anglia

Response to Freedom of Information Act 2000 request (FOI_15-239)

My requests -

1. *What policy does the UEA have on the accessing of Facebook from UEA premises by staff during work hours?*

The Code of Conduct on Social Media Use applies to the use of Facebook by UEA staff. [Paragraph 3.7](#)¹ of the Code addresses use during working hours.

The University's Conditions of Computer Use (CoCU) describes acceptable use of its computing facilities. [Paragraph 3.3\(b\) of CoCU](#)² addresses the use of computing facilities for personal purposes.

The University accepts that use of Facebook by staff may be for work and non-work purposes.³

2. *What policy does the UEA have on the posting of messages on Facebook from UEA premises by staff during work hours?*

Please refer to the response to question 1 above.

3. *What policy does the UEA have on the accessing of social media in general from UEA premises by staff during work hours?*

Please refer to the response to question 1 above.

4. *If there is a facebook/social media policy what is the point of the policy if the UEA has no way of knowing whether the sites visited by staff were visited for work or personal purposes or for how long on any day members of staff were accessing web sites for personal purposes?*

The University's position on monitoring the use of IT facilities is described in [Section 4 of the CoCU](#).⁴

5. *What policy does the UEA have in its contracts of employment that deals with employees bringing the UEA into disrepute?*

The policy that addresses the issue of "...bringing the UEA into disrepute" would be the general disciplinary procedure for staff, held in two (2) separate documents.

The first document addresses discipline of Academic Staff and is within the [Statutes of the University](#) as [Statute 7 – Academic Staff](#)⁵.

The second document entitled [Support Staff Disciplinary and Dismissal Procedure](#)⁶, addresses support staff "...bringing the UEA into disrepute".

¹ <https://www.uea.ac.uk/hr/employee-information/policies/social-media-conduct>

² <https://portal.uea.ac.uk/documents/6207125/6476835/cocu-pdf.pdf/>

³ UEA has a policy governing the use of social media for University purposes entitled [University of East Anglia Social Media Policy: for staff responsible for UEA social media accounts](#) which can be accessed here:

<https://portal.uea.ac.uk/documents/6207125/10820892/UEA+staff+social+media+policy+FINAL.pdf/aa6b39db-32c6-4ebe-9b4c-840bebd86578>

⁴ <https://portal.uea.ac.uk/documents/6207125/6476835/cocu-pdf.pdf/>

⁵ <https://portal.uea.ac.uk/documents/6207125/7465906/Section+3+Statutes.pdf>

⁶ <https://www.uea.ac.uk/documents/2506781/2683954/Disciplinary+and+Dismissal+Procedure+for+Support+Staff.pdf/b13b2260-c711-45fb-9fad-010017a3dd66>