

**Evans, Michael**

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**Subject:** FOI request: computer policy

**From:**

**Sent:** 06 May 2015 18:15

**Subject:** FOI request: computer policy

Dear Sir/Madam

Under the Freedom of Information Act 2000, I seek the following information:

What is the authority's policy on computer use and, more specifically, on the use of social networking?

How many members of staff have failed to obey guidelines relating to computer use/social networking? Please break down for each year between 2012 and 2015

How many members of staff have been disciplined for doing so and what was the nature of the disciplinary action taken? Please break down for each year between 2012 and 2015

What was the nature of each incident? i.e. Why was each member of staff disciplined? Please be as detailed as possible and where urls/websites are mentioned, please give those.

How many times have members of staff been blocked/refused access when trying to visit a webpage? Please break down for each year between 2012 and 2015-05-06

In relation to the above, which webpages had each member of staff being attempting to visit? Please give full urls for each website members of staff have attempted to access and subsequently been blocked/refused access.

I would prefer to receive this information electronically. If the decision is made to withhold some of the information requested using exemptions in the Data Protection Act, please inform me of that fact and cite the exemptions used. If you need any clarification or there are any problems with my request, please do not hesitate to contact me. I would be grateful if you could confirm you have received this request and look forward to hearing from you within the 20-working day statutory time period.

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**Evans, Michael**

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**Subject:** Information request - Ref: 0116/1516

**From:** FOI Requests  
**Sent:** 07 May 2015 11:38  
**To:**  
**Subject:** Information request - Ref: 0116/1516

Dear

**Freedom of Information Act 2000 / Environmental Information Regulations 2004 – Ref: 0116/1516**

Thank you for your correspondence received on 07 May 2015.

Your request is being considered under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004 (whichever is most appropriate). You will receive the information requested within the statutory timescale of 20 working days.

However, please note the Acts define a number of exemptions that may prevent release of the requested information. There will therefore be an assessment of your request to determine if any exemptions apply to the information requested. If the information cannot be released, or only released in part you will be informed of the reasons why, together with any rights of appeal.

If the information requested refers to a third party, they may be consulted before deciding whether it can be released.

Yours sincerely,  
Stockton-on-Tees Borough Council  
Municipal Buildings, Church Road, Stockton-on-Tees, TS18 1LD  
(01642) 526177  
[FOI@stockton.gov.uk](mailto:FOI@stockton.gov.uk)  
[www.stockton.gov.uk](http://www.stockton.gov.uk)





**Evans, Michael**

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**Subject:** Freedom of Information Request - Ref: 0116/1516  
**Attachments:** disciplinary-policy[1].pdf

**From:** FOI Requests  
**Sent:** 05 June 2015 15:44  
**To:**  
**Subject:** Freedom of Information Request - Ref: 0116/1516

Dear

**Freedom of Information Act 2000 – Ref: 0116/1516**

Thank you for your correspondence received on 07 May 2015. In response to your request I can now provide the following information.

**1. What is the authority's policy on computer use and, more specifically, on the use of social networking?**

Please find attached Disciplinary policy.

**2. How many members of staff have failed to obey guidelines relating to computer use/social networking? Please break down for each year between 2012 and 2015**

This information is recorded by financial year, please see table below.

14/15	13/14	12/13
1	4	1

**3. How many members of staff have been disciplined for doing so and what was the nature of the disciplinary action taken? Please break down for each year between 2012 and 2015**

This information is recorded by financial year, please see table below.

Outcome	14/15	13/14	12/13
No further action following a disciplinary investigation	0	1	0
Management guidance	1	2	0
Written warning	0	0	1
Resignation	0	1	0

**4. What was the nature of each incident? i.e. Why was each member of staff disciplined? Please be as detailed as possible and where urls/websites are mentioned, please give those.**

Not following ICT protocols.

**5. How many times have members of staff been blocked/refused access when trying to visit a webpage? Please break down for each year between 2012 and 2015-05-06**

We are unable to provide this information because it is not recorded for webpages only. The system collects data on everything that is blocked and this includes for instance if an employee were to visit an 'open' site, it would record the blocking of an advert on the page. A manual trawl through this large amount of data would exceed the "appropriate limit" for a local authority of £450; this is based on the work required taking in excess of 18 hours at the rate of £25 per person per hour (section 12(1) of the Freedom of Information Act 2000 and regulation 3 and 4 of the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004).

**6. In relation to the above, which webpages had each member of staff being attempting to visit? Please give full urls for each website members of staff have attempted to access and subsequently been blocked/refused access.**

Please see response to question 5. Please note that the Council operates a strict filtering system which blocks access to content which it deems to be unsuitable.

If you have any queries or concerns please contact me in the first instance.

However, if you are unhappy with the way your request for information has been handled, you can submit a complaint by writing to:

Customer Comments Department, Customer Services, Stockton-on-Tees Borough Council, PO BOX 117, Municipal Buildings, Church Road, Stockton-on-Tees, TS18 1BR

Or by completing the form at

<http://www.stockton.gov.uk/stocktoncouncil/customerservices/complaintsandcommendations/>

If, after your complaint has been determined, you remain dissatisfied with the handling of your request or complaint, you have a right to appeal to the Information Commissioner at:

The Information Commissioner's Office (ICO), Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Telephone: 0303 123 1113 Website: [www.ico.gov.uk](http://www.ico.gov.uk).

The ICO does not make a charge for an appeal.

Yours sincerely,

Gemma Jackson  
Business Support and Improvement Officer

Stockton-on-Tees Borough Council  
Municipal Buildings, Church Road, Stockton-on-Tees, TS18 1LD  
(01642) 526177  
[FOI@stockton.gov.uk](mailto:FOI@stockton.gov.uk)  
[www.stockton.gov.uk](http://www.stockton.gov.uk)



**Evans, Michael**

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**Subject:** Freedom of Information Request - Ref: 0116/1516

**From:**

**Sent:** 22 June 2015 17:59

**To:** FOI Requests

**Subject:** RE: Freedom of Information Request - Ref: 0116/1516

Hi, thanks for getting back to me on this – your responses aren't as detailed as requested, particularly in relation to question 4 when I asked for details of the nature of each incident. Other authorities have broken down the exact ways in which employees have not followed protocol – could you do the same?

Kind regards





**Evans, Michael**

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**Subject:** Freedom of Information Request - Ref: 0116/1516

**From:** FOI Requests

**Sent:** 07 July 2015 11:28

**To:**

**Subject:** Freedom of Information Request - Ref: 0116/1516

Dear

We apologise for the delay in responding to you. In response to your query below, we have provided further details for question 4, please see below:

Year	Nature
12/13	Inappropriate use of Facebook
13/14	Excessive internet use
13/14	Inappropriate use of Facebook
13/14	Inappropriate use of Facebook
13/14	Inappropriate use of Facebook
14/15	Not following organisation guidelines for computer use.

Yours Sincerely,

Gemma Jackson  
Business Support and Improvement Officer

Stockton-on-Tees Borough Council  
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(01642) 526177  
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