

**Information Governance**

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13 September 2018

Reference no. 18190177

Dear

**Request for Information: Freedom of Information Act**

Thank you for your email of 15 August making a request for information under the Freedom of Information Act. You requested the following information and the Trust is able to provide the information below in response:

**Request:**

For each of the last five years (2014 to 2018 inclusive), please tell me:

- how many staff or contractors at your trust have been investigated for doing so.
- how many staff or contractors were sanctioned / disciplined for doing so. For each sanction, please say what it was: for example, if it was a monetary fine, please give the value; if it was a suspension, please give the duration.
- For each incident of a staff member or contractor being investigated and / or sanctioned, please say: 1) what messaging platform was involved; 2) that individual's broad role at the trust, for example doctor (junior or consultant), nurse, management.
- For each incident of a staff member or contractor being investigated and / or sanctioned, please say whether the patient or patients concerned were informed that a possible misuse of their data had taken place
- Does your trust have explicit rules against such use? If so, please point to them.

**Response:**

1. 0. No cases explicitly using a messaging platform
2. 0

3. 0
4. 0
5. Yes, Staff Code of Conduct.

#### Section 4.34

#### Social Networking Sites and Preserving the Reputation of the Trust:

Staff must ensure that any use of social networking sites (from personal or Trust IT based systems), such as 'Facebook' and 'Twitter', is restricted to offduty/non-work time.

Employees must not under any circumstances refer to the Trust (as an organisation), patients, carers, colleagues, suppliers, or other partner agencies etc, and avoid disclosure of confidential Trust matters. This includes the display of photographs and/or videos of the Trust or its employees.

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you should write to me and I will ensure the decision is reviewed. The Trust will consider undertaking a review if requested to do so within 40 working days of the date the response is received by the applicant, and will apply discretion if a longer period of time has passed.

Should you wish to make a complaint as a result of the outcome of such a review, you may apply directly to the Information Commissioner's Office (ICO) for a decision.

Generally, the ICO cannot make a decision unless you have exhausted the complaints procedure provided by the Trust for Fol Act matters.

The ICO can be contacted at:

The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Please contact me if there are any further queries.

Kind regards,

Yours sincerely,

Mark Underwood

Head of Information Governance