To FOI officer,

This is a request under the freedom of information act. Please send me the following information in a digital format.

1/ How much has the department spent on social media from 2010-2015, broken down by year? Please include details of how many social media pages the department has, how many staff are responsible for maintaining them and their salaries, details and cost of any training courses that staff were sent on (including number of staff who attended, date of training course, company who provided it etc) and the cost of any software purchased in relation to social media. Please also include any other costs relating to social media which are not mentioned above.

2/ Please send me your social media guidelines issued to staff and details of how many people are blocked on each account.

3/ How much did the department spend on PR in 2014 and so far in 2015? Please break the total costs down by month. Please also break the costs down into as many categories as possible (photographers, marketing campaigns, makeup, social media, moneys paid to external PR companies etc).

4/ How much did the department spend on phones, laptops and tablets for employees in 2014 and so far in 2015, broken down by year? Please break the figures down by device type. Please also include the number of each device purchased and detail the models (iPhone 5s etc) in each case.

5/ How much did the department spend on phone bills for staff in 2014 and so far in 2015? Please break the figures down by month. Please also include the top five most expensive monthly bills and top five most expensive annual bills.

Regards,
FOI Request Reference: FOI/2015/29

Dear

I refer to your request which was received by this office on 26/03/2015 which you have made under the Freedom of Information Act 2014 for records held by this FOI body. Your request sought details regarding Department spend.

The decision makers handling your request are:

- Parts 1 & 3 - Ms Claire Collins, Press Office, Department of Communications, Energy and Natural Resources, 29-31 Adelaide Road, Dublin 2. Telephone 01 6782441.
- Parts 2 & 4 - Ms Mary Breslin, Information Systems Division, Department of Communications, Energy & Natural Resources, Elm House, Earlsvale Road, Cavan. Telephone 01 6782220.
- Part 5 - Mr Fergus N. Casey, Corporate Services Division, Department of Communications, Energy and Natural Resources, Elm House, Earlsvale Road, Cavan. Telephone 01 6783027.

A final decision on your request would normally be sent to you within 4 weeks, where a week is defined as 5 working day excluding the weekend and public holidays. This means that you can expect a decision letter to issue not later than 27/04/2015.

There are some limited situations under the FOI Act which could mean that the period for a final decision may be longer than this 4 week period. If this occurs in the case of your request, you will be advised promptly in writing setting out the reason and the new decision date.

Should our final decision not reach you on time, please feel free to contact the decision maker named above to discuss any problems that may have arisen. If you have not heard from us once the allotted time has expired, you are automatically entitled to appeal for a review of the matter. This review proceeds on the legal basis that the initial request is considered to be refused once the specified time for responding to it has expired. The review is a full and new examination of the matter carried out by a more senior member of staff.

In the event that you need to request such a review, you can do so by writing to FOI Unit, Department of Communications, Energy and Natural Resources, Elm House, Earlsvale Rd, Cavan, Co Cavan or alternatively by sending an e-mail to FOIUNIT@de-cn.gov.ie. You should state that you are seeking this review because an initial decision was not sent to you within the time allowed for a response. In that event, you would normally have 4 weeks (after the initial decision should have been sent to you) in which to make the appeal. Consideration will be given to late applications in appropriate circumstances.

Please note the Department of Communications, Energy and Natural Resources has a policy of posting a summary of non-personal requests and decisions on the Departments website.

Yours sincerely,

Carmel Conaty
FOI Unit

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Email: Teach Teamlann Ùachtar Ghlacmaitean Laithéas An Chathair Cavan
Tel: +353 1 6782000
Fax: +353 1 6783057

Email: Ealaithchú Chúlaíocht
Tel: +353 1 6782000
Fax: +353 1 6783057

Email: Elmh House
Tel: +353 1 6782000
Fax: +353 1 6783057

Email: Earlsvale Road
Tel: +353 1 6782000
Fax: +353 1 6783057

Email: Cavan
Tel: +353 1 6782000
Fax: +353 1 6783057
Re: FOI Request

I refer to the request made under the Freedom of Information Act 2014 for records held by this Department in relation to:

'How much the Department spent on phones, laptops and tablets for employees in 2014 and so far in 2015, broken down by year, device type, device model and the number of each device.'

'Social media guidelines issues to staff and details of how many people are blocked on each account'.

I, Mary Breslin have now made a final decision to grant your request on the 22nd April 2015.

In the event that you are not satisfied with this decision and related details you can make an appeal in writing to the Freedom of Information Unit, Elm House, Earlsvale Road, Cavan or by email to FOI.UNIT@dcenr.gov.ie. You should make your appeal within 4 weeks (20 working days) from date of notification. A day is defined as a working day excluding weekends and public holidays. However, a late appeal may be permitted in appropriate circumstances.

An appeal will involve a complete reconsideration of the matter by a more senior member of staff within DCENR.

If you have any questions or concerns regarding the above I can be contacted at 01 678 2220.

Yours sincerely,

Mary Breslin
Higher Executive Officer

Teach Leamhán,                  +353 1 678 22 20                  Elm House,
Bóthar Ghleann an Iarla,        LóGhlao 1890 44 99 00 LoCall         Earlsvale Road,
An Cabhán                        Feaics +353 1 678 3058 Fax            Cavan
Social Media Guidelines issue to staff and details of how many people are blocked on each account

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<th>Record No.</th>
<th>Brief Description &amp; Date of Record</th>
<th>File Ref.</th>
<th>No. of Pages</th>
<th>Relevant facts</th>
<th>Findings/ conclusions (Public Interest Considerations, If applicable)</th>
<th>Grant/refuse/part-grant</th>
<th>Basis of Refusal: Section of Act</th>
<th>Record edited/Identify deletions</th>
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Social Media Accounts in Department of Communications, Energy & Natural Resources

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There are no individuals or groups blocked from any Department Twitter or Facebook account.
Social Media Usage Policy

General guidelines for Departmental Staff when using Social Media in a Private Capacity at work

This policy is designed to inform you of the requirements of the Department of Communications, Energy and Natural Resources in the use of social media on the Department’s computer facilities. This policy is intended to protect you (the user), the good name of the Department, the security and integrity of the computer networks’ electronically stored information and is to prevent misuse of the service.

The policy applies to all Department staff and to personnel working on a contract basis for the Department.

Social media technology involves the creation and dissemination of content through social networks using the Internet. There are many types of social media tools: blogs such as WordPress, microblogs such as Twitter, image and video sharing sites such as Flickr and YouTube, social networking sites such as Facebook and MySpace, and professional networking sites such as LinkedIn. The common link among all forms of social media is that the content is supplied and managed by individuals, using the tools and platforms provided by social media sites.

Private use of Social Media in the Department

Access to Social Media

Recognising the important role which DCENR plays in encouraging digital engagement across society and the increasing relevance of social media to business, community and social interaction, the Department will continue its policy of allowing work-place access to social media.

A limited amount of personal use of the internet and social media is permitted on the Department’s equipment provided the following rules are observed:

- Personal use of social media should not be conducted during business hours.
- Staff should make a clear distinction between social media use for business purposes and social media for personal / private purposes.
- Do not use your dcenr.gov.ie email address to establish a private account on a social media platform.
- Personal use must comply with the requirements and general principles of this policy and all other internet, IT, security and data protection policies.
- Be aware of data protection rules – you must not post colleagues’ details or pictures without their individual permission. Photographs of Department events should not be posted online. Staff must not provide or use their Department password in response to any internet request for a password.

Also you may not use Department-related images, assets, or other intellectual property (IP) in your online presence and the private use of social media should not bring the Department into disrepute. Before posting, consider if you would be happy with your social media post appearing in a newspaper. The same considerations (and sometimes the same legal issues) arise:

- Privacy and identity – can you be identified? It is difficult to remain completely anonymous on the Internet and posts could be traced back to you, or to the Department
• Libel – Are you stating something that could be libellous?

• Does the posting represent a breach of the Civil Service Code of Standards and Behaviour, for example:
  • Official Information – When you access social media sites, whether in an official or personal capacity, you must be aware that you are still subject to the provisions of office notices and relevant legislation, and you must be careful of the information you divulge on such sites.
  • Civil Service impartiality – could your posts be considered to be political in nature

Staff are reminded that as with other resources of the Department personal use of Social Media is a concession, the cost of which is borne by the Department and that this must not be abused. Its use should not interfere with the conduct of the Department’s normal business activities and your work commitments.

Monitoring of internet usage by the IT Department applies to personal use as well as normal business use.

This policy extends to future developments in internet capability and social media usage.