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| [REDACTED] | Area G-GOAGVictoria QuayEdinburgh EH6 6QQDate 09/06/15 |

Dear [REDACTED]

**Freedom of Information Request**

Thank you for your email of 02 June 2015 requesting information under the Freedom of Information Act 2000 (FOIA).  You asked for:

“Total number of employees disciplined for misuse of social media over the last five years – 2015-2010.

Please break the information down like so:

* Incidents broken down by year
* Detail of the incident e.g offensive comments about a colleague
* Detail of the type of social media e.g blog, twitter, facebook
* Action taken e.g written warning, dismissal”

I am writing to tell you that we do not hold the information you have requested.

The Office of the Advocate General does not directly employ staff. All our staff are on secondment for other Government departments, primarily the Scottish Government and the Ministry of Justice. All HR functions are carried out by them and therefore all requests for information in relation to discipline for misuse of social media should be submitted to them.

You can use the links below to go to their FOI sites.

<http://www.scotland.gov.uk/About/Information/FOI>

<https://www.justice.gov.uk/information-access-rights/foi-requests/make-an-foi-request-online>

You may, if dissatisfied with the treatment of your request, ask the Office of the Advocate General to conduct an internal review of its decision.  The internal review will be conducted by someone other than the person who took the initial decision.  Requests for internal review should be addressed to the Information Officer, Office the Advocate General, Victoria Quay, Edinburgh, EH6 6QQ.

If following the internal review you remain dissatisfied with the treatment of your request by OAG then you may take your complaint to the Information Commissioner, whose address is Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.  Details of the complaints procedure can be found here:

<http://www.ico.gov.uk/complaints/freedom_of_information.aspx>

Yours sincerely

[REDACTED]