





# United Kingdom Hydrographic Office

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REF: FOI2018/02387

28 February 2018

Dear ,

Thank you for your email of 15 February 2018 requesting the following information, to supplement your original request of 25 January 2018 (FOI2018-01367):

*Is there an official policy for the use of organisational Facebook or Twitter Accounts (ie how to post, what to use it for and when to delete or preserve records)? If there is a policy (or policies) please may I be provided with them?*

I am treating your correspondence as a request for information under the Freedom of Information Act 2000 (FOIA).

A search for the information has now been completed within the UKHO, and I can confirm that all the information in scope of your request is held.

The information you have requested can be found below annex A.

If you are not satisfied with this response or you wish to complain about any aspect of the handling of your request, then you should contact me in the first instance. If informal resolution is not possible and you are still dissatisfied then you may apply for an independent internal review by contacting the Information Rights Compliance team, Ground Floor, MOD Main Building, Whitehall, SW1A 2HB (e-mail [CIO-FOI-IR@mod.uk](mailto:CIO-FOI-IR@mod.uk)). Please note that any request for an internal review must be made within 40 working days of the date on which the attempt to reach informal resolution has come to an end.

If you remain dissatisfied following an internal review, you may take your complaint to the Information Commissioner under the provisions of Section 50 of the Freedom of Information Act. Please note that the Information Commissioner will not investigate your case until the MOD internal review process has been completed. Further details of the role and powers of the Information Commissioner can be found on the Commissioner's website, <http://www.ico.org.uk>.

Yours sincerely,

UKHO Secretariat

## Annex A

1. *Is there an official policy for the use of organisational Facebook or Twitter Accounts (i.e. how to post, what to use it for and when to delete or preserve records)? If there is a policy (or policies) please may I be provided with them?*

We adhere to Civil Service and MOD policies in this respect:

- Cabinet Office Guidance on use of Social Media for Civil Servants:  
<https://www.gov.uk/government/publications/social-media-guidance-for-civil-servants/social-media-guidance-for-civil-servants>
- "Think Before You Share" guidance on protecting information on social media:  
<https://www.gov.uk/guidance/think-before-you-share>
- MOD Online Engagement Guidelines:  
<https://www.gov.uk/government/publications/online-engagement-guidelines>
- Social Media Use: <https://www.gov.uk/government/organisations/ministry-of-defence/about/social-media-use>