

4 July 2019

Information Rights & Compliance Team
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Our Ref: FOI/03335

Thank you for your request concerning our social media policy.

Your request has been considered and processed in accordance with the requirements of the Freedom of Information (FOI) Act 2000.

1. Do you have a staff social media policy?

Yes we do.

2. Do you have a policy or guidance on staff use of messaging apps, such as WhatsApp, Siilo, Forward?

Yes we do.

3. Does your Trust actively discourage the use of WhatsApp?

We follow the NHS England guidance that states:

“ Whatever the other merits of WhatsApp, it should never be used for the sending of information in the professional healthcare environment.”

4. In the past two calendar years, have any staff been formally disciplined for the inappropriate use of messaging apps at work (ie for sharing clinical information) or for using unapproved messaging apps? If yes, how many?

No.

5. Are you aware how many staff use WhatsApp for work-based communication with colleagues? If yes, how many?

We do not hold this information¹.

¹ Section 1(1) Any person making a request for information to a public authority is entitled (a) to be informed in writing by the public authority whether it holds information of the description specified in the request, and (b) if that is the case, to have that information communicated to him.

6. Have you recommended or implemented a messaging platform for use across your Trust? If yes, which app or platform do you use?

Yes, we use Skype for Business.

Should you require further clarification, please do not hesitate to contact me.

Please find enclosed an information sheet regarding copyright protection and the Trust's complaints procedure in the event that you are not satisfied with the response.

Yours sincerely

Sue Smith

**Sue Smith
Information Rights Officer**

Enc: Copyright Protection and Complaints Procedure Information Leaflet.

If you would like to complete a short survey in relation to your Freedom of Information request please scan the QR code below or click [here](#).

