



Administrative Appeals Tribunal

Our ref: 2016/9 Corp

20 April 2016

Mr James Smith
foi+request-1827-31d43f9e@righttoknow.org.au

Dear Mr Smith,

ACKNOWLEDGEMENT OF FOI REQUEST AND DECISION

I refer to your request for access to documents under the *Freedom of Information Act 1982* (the FOI Act) lodged on 15 April 2016.

I have taken your request to be for access to:

- Social media policy that guides AAT departmental use of social media,
- Social media policy that guides the private use of social media by AAT employees,
- Any guidance material which is available for employees to make informed decisions about their social media use.

Searches were undertaken for documents within the scope of your request.

I have identified that the policy document 'HR Policy Use and Security of IT Facilities' falls into the scope of your request.

As an officer authorised under the FOI Act to make decisions on access, I have decided to release this document to you in full.

Information about how you can apply for review of this decision or complain about how we have dealt with this matter is set out in the attached fact sheet.

If you have any questions, please contact me on 03 8626 4902 or at foi@aat.gov.au.

Yours sincerely



Michael McIvor
Authorised FOI Officer

Attachments

HR Policy Use and security of IT facilities

FOI 2 - Information about reviews and complaints under the FOI Act