



27 April 2016

Mr James Smith
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Dear Mr Smith,

Re: Freedom of Information request - Social media policy

I refer to your email of 18 April 2016, seeking access under the *Freedom of Information Act 1982* (the FOI Act) to the following information:

1. *Current social media policy of the department, which covers departmental use and/or private use by employees in an individual capacity.*
2. *Any current guidance material which is available for employees to make informed decisions about their private social media use.*

Decision

I am an authorised decision-maker for the purposes of section 23(1) of the FOI Act. In reaching my decision I have considered the following:

- the terms of the request;
- the contents of the documents in scope;
- the FOI Act;
- the Guidelines issued by the Office of the Australian Information Commissioner under section 93A of the FOI Act; and
- the Privacy Act.

Extensive searches have been carried out to identify the documents that fall within the scope of your request. The attached schedule of documents provides a description of the documents that fall within the scope of your request and the access decision for each of those documents.

Your Government Super at Work

CSC
AFSL 238069
RSE 10001397
ABN 48 882 817 243

CSS
RSE R1004649
ABN 19 415 776 361

MSBS
RSE R1000306
ABN 50 925 523 120

PSS
RSE R1004595
ABN 74 172 177 893

PSSap
RSE R1004601
ABN 65 127 917 725

1922
Scheme

DERB
Scheme

DERDB
Scheme

PNG
Scheme

DISPB

I have examined the content of the documents and make the following decision:

- to grant access in full to document in category 1
- to partially exempt the documents in category 2 and 3 under the exemption in section 47F of the FOI Act.

Please see the attached Decision Record and Schedule of Documents for information including my reasons for my decision.

Review Rights

You are entitled to seek review of this decision. **Appendix A** sets out your rights to apply for a review if you are dissatisfied with my decision.

Contacts

If you have any queries about this decision, please contact CSC at FOI@admin.csc.gov.au

Yours sincerely,



FOI delegate
Commonwealth Superannuation Corporation



APPENDIX 1 – SCHEDULE OF DOUCMENTS

Item no.	Description	Decision	Exemption
1	<i>Social media guidelines</i>	Disclosure granted	
2	<i>IT User Guide</i>	Partially exempt document	Section 47F
3	<i>PMC 2012 200 PERSONNEL - COMPLIANCE - Staff - Making Public Comment</i>	Partially exempt document	Section 47F

APPENDIX 2 – DECISION RECORD

Reason for Decision

Public interest conditional exemptions – person privacy

Section 47F of the Act provides that a document is an exempt document if its disclosure would involve unreasonable disclosure of personal information of any person (including a deceased person). 'Personal information' means information or an opinion about an identified individual, or an individual who is reasonably identifiable, whether the information is or opinion is true or not, and whether the information or opinions is recorded in a material form or not.

The documents in category 2 and 3 contain information which would reasonably identify a person, either through name or description. I consider that the disclosure of the staff member names in the documents unreasonable, as I do not consider that the information is well know or readily available.

Public interest test

Subsection 11A(5) of the FOI Act requires CSC to allow access to a conditionally exempt document unless, in the circumstances, access to the document would, on balance, be contrary to the public interest.

Subsection 118(3) states factors favouring access to the document in the public interest include where access to the document would do any of the following:

- (a) Promote the objects of the FOI Act
- (b) Inform debate on a matter of public importance
- (c) Promote the effective oversight of public expenditure; and
- (d) Allow a person to access to his or her own personal information.

In my opinion, redacting the names and some content does not detract from the public disclosure of information. Disclosure of this information does not promote the objects of the Act or serve any other public interest factor. Therefore, disclosure would be contrary to the public interest in this case.

In coming to the above conclusion, I have had regard to subsection 11B(4) of the FOI Act, which lists factors that must not be taken into account in deciding whether to provide access. These factors were not considered in coming to the decision that, on balance, the public interest factors against disclosure outweigh the factors for disclosure.

Therefore, I have decided that it would be contrary to the public interest to release the information considered exempt under section 47F of the FOI Act.

APPENDIX A – REVIEW RIGHTS

If you are dissatisfied with this decision, you have certain rights of review available to you. Firstly, under section 54 of the FOI Act, you may apply for an internal review of the decision. Your application must be made by whichever date is the later between:

- 30 days of you receiving this notice; or
- 15 days of you receiving the documents to which you have been granted access

An internal review will be conducted by a different officer from the original decision-maker. No particular form is required to apply for review although it will assist your case to set out in the application the grounds on which you believe that the original decision should be overturned. An application for a review of the decision should be addressed to:

The Freedom of Information Officer
Commonwealth Superannuation Corporation
GPO Box 2252 Canberra ACT 2601
Tel: (02) 6272 9000
Fax: (02) 6263 6900
Email: secretary@csc.gov.au

If you choose to seek an internal review, you will subsequently have a right to apply to the Office of the Australian Information Commissioner for a review of the internal review decision.

Review by the Australian Information Commissioner

Alternatively, under section 54L of the FOI Act, you may seek review of this decision by the Information Commissioner without first going to internal review. Your application must be made within 60 days of you receiving this notice.

The Information Commissioner is an independent office holder who may review decisions of agencies and Ministers under the FOI Act. More information is available on the Office of the Australian Information Commissioner's website www.oaic.gov.au.

You can contact the Information Commissioner to request a review of a decision online or by writing to the Office of the Australian Information Commission at:

GPO Box 5218
Sydney NSW 2001

Complaints to Ombudsman or Australian Information Commissioner

You may complain to either the Commonwealth Ombudsman or the Australian Information Commissioner about action taken by CSC in relation to your request. The Ombudsman will consult with the Australian Information Commissioner before investigating a complaint about the handling of an FOI request.

Your enquiries to the Ombudsman can be directed to: Phone 1300 362 072 (local call charge) Email ombudsman@ombudsman.gov.au

Your enquiries to the Australian Information Commissioner can be directed to: Phone 1300 363 992 (local call charge) Email enquiries@oaic.gov.au

There is no particular form required to make a complaint to the Ombudsman or the Australian Information Commissioner. The request should be in writing and should set out the grounds on which it is considered that the action taken in relation to the request should be investigated and identify CSC as the relevant agency.