



Our ref: D16-15138

Mr James Smith
foi+request-1850-ac8ea738@righttoknow.org.au

Dear Mr Smith

FREEDOM OF INFORMATION REQUEST NO. 16/580

The purpose of this letter is to provide you with a decision in relation to your request for access to documents under the *Freedom of Information Act 1982* (**FOI Act**) dated 18 April 2016.

The CrimTrac Chief Executive Officer has authorised me under subsection 23(1) of the FOI Act to make a decision in relation to your request.

We understood your request to be for access to copies of:

1. CrimTrac's current social media policy, which covers agency use and/or private use by employees in an individual capacity; and
2. Any current guidance material which is available for employees to make informed decisions about their private social media use.

I identified 3 documents which fell within the scope of your request. I did this by consulting with employees within the areas of the agency responsible for the agency's social media policy, corporate awareness (induction) training and integrity awareness training, namely: People and Integrity, Service Delivery and Security, and Communications Directorates.

With regard to the documents you requested, **I have decided to grant access in full.** The documents are:

- (a) Current CrimTrac Social Networking Policy (8 pages)
- (b) Extract from Corporate Awareness e-Learning online training entitled "ICT Security" (1 page)
- (c) Extract from Integrity Awareness training PowerPoint presentation, slide entitled "Exercise 3: ICT Security" (1 page)

YOUR RIGHT TO INTERNAL REVIEW

If you are dissatisfied with this decision, you may apply in writing to foi@crimtrac.gov.au for an internal

review of my decision. The internal review application must be made within 30 days of the date of this letter. Where possible please attach reasons why you believe review of the decision is necessary. The internal review will be carried out by another officer within 30 days.

YOUR RIGHT TO INFORMATION COMMISSIONER REVIEW

Alternatively, you may apply to the Australian Information Commissioner to review my decision. An application for review by the Information Commissioner must be made in writing within 60 days of the date of this letter. More information about Information Commissioner review is available on the Office of the Australian Information Commissioner website. Go to www.oaic.gov.au/freedom-of-information/foi-reviews.

YOUR RIGHT TO LODGE A COMPLAINT

You have the right to complain about this agency's actions under the FOI Act. This is a separate process from asking for review of a decision made under the FOI Act. Complaints usually focus on how an agency has handled your request or complied with other obligations under the FOI Act.

If you wish to make an FOI complaint, please contact the Commonwealth Ombudsman. Visit www.ombudsman.gov.au/making-a-complaint for more information.

QUESTIONS ABOUT THIS DECISION

If you wish to discuss this decision further, please contact Rebecca Dale, Senior Legal Adviser, via e-mail to foi@crimtrac.gov.au.

I attach the documents you requested.

Yours sincerely



Sunny Leow
Senior Legal Adviser
Legal and Commercial Directorate
3 May 2016