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26 April 2016

James Smith

By email: foi+request-1871-d70eab11@righttoknow.org.au

Dear Mr Smith

Acknowledgment of freedom of information request FOI 15/16-020

I refer to your correspondence dated 18 April 2016, received by the National Disability Insurance Agency (the Agency) on 18 April 2016, in which you requested access under the *Freedom of Information Act 1982* (FOI Act) to the following documents:

“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.”

Your request will be processed in accordance with the FOI Act. Accordingly, the Agency will have 30 days to process your request. However, please note that this period may be extended if the Agency needs to consult third parties, imposes a charge or for other reasons. We will advise you if this happens.

The Agency will advise you if a charge is payable to process your request and the amount of any such charge as soon as practicable.

Please note that information released under the FOI Act may be published in a disclosure log on the Agency's website, where this is required by section 11C of the FOI Act. In accordance with section 11C, the Agency will not publish personal, business, professional or commercial information on its disclosure log where it considers that it would be unreasonable to do so.

Should you have any queries about this matter, please do not hesitate to contact me on 03 5272 7507 or Margot Brown on 03 5272 7505. Alternatively, you may contact us via email to foi@ndis.gov.au

We will be in contact with you by email in relation to your FOI request.

Yours sincerely



Ben Cheever
Paralegal
Legal, Parliamentary and Risk Branch
National Disability Insurance Agency