



Our Reference: 17/713

17 August 2017

Mr James Smith

By e-mail: foi+request-3998-f5a693c6@righttoknow.org.au

Dear Mr Smith,

Your Freedom of Information Request – Notice of Receipt

I refer to your email of 8 August 2017, which seeks access under the *Freedom of Information Act 1982* (the FOI Act) to the following documents, should they exist:

[D]ocuments related to the ten most recent instances where an employee has sought information, advice, guidance, or opinion on their social media use in a private capacity.

I limit the scope of documents to:

- the original request from the employee*
- the agency/department's response*
- any follow-up questions and response*
- only those sent to a relevant HR / conduct / social media (or similar) team (rather than managers across all areas of the organisation)*
- where the original request was created in the last 2 years.*

This is a notice of receipt of request.

ACLEI will send relevant notices in relation to your request to the contact e-mail address that you have provided. If you wish to contact ACLEI in relation to your FOI request, you may do so

Via post: FOI Coordinator
 Australian Commission for Law Enforcement Integrity
 GPO Box 305
 Canberra ACT 2601

Via e-mail: foi@aclei.gov.au

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You will be notified of any charges in relation to your request and/or of a decision as soon as practicable.

ACLEI is required to provide a notice of receipt within 14 days of receipt of an application, and a notice of decision in relation to valid FOI requests within 30 days of receipt of an application.

The FOI Act states that if you are given access to any documents under your FOI request, ACLEI must also publish the information in the accessed documents to members of the public generally on its website: FOI Act, section 11C. The information must be published within ten (10) working days after the day you are given access to the document or documents. Depending upon the documents or information you have requested, the information required to be published may include your personal information, and/or information about your business, commercial, financial or professional affairs.

'Personal information' means information or an opinion (including information forming part of a database), whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion. To be your personal information, the information must be about you.

If you believe disclosure of any or part of your personal information and/or information about your business, commercial, financial or professional affairs would be unreasonable, please advise me as soon as possible in writing and explaining your reasons.

Yours sincerely,



Regina Weiss
ACLEI FOI Officer