

Food Standards Agency: Information released under the Freedom of Information Act

Date released: 9 March 2017

Annex A

Request/Response

Could you please provide the following information:

- Do you make use of any Instant Messaging clients/systems, such as group clients like Yammer, Slack, Whatsapp groups, Facebook or Twitter message groups or user-to-user Google Chat type services etc?

If yes, please provide a list with details of each with its use, membership (to the extent it is disclosable, such as categories) and service as well as any 'service tier' information held and cost where applicable. This would include personal chat groups used in a way that would bring them into scope of the Freedom of Information Act.

The following questions are conditional on the answer being yes:

- For each of the above, are you the data controller? Is it a shared service (e.g. use of <https://ukgovernmentdigital.slack.com/>) or your own system?

- Where one of the above is a Slack or similar 'cloud' chatroom with a unique URL, please provide this link.

- Where one of the above has a specific membership criteria, please provide this.

- For each of the above, how long is information retained for and in what form?

- For each of the above, please provide copies of any relevant policies or procedures regarding records management, retention or FOI/EIR/DPA compliance.

Response

1) The FSA makes use of Yammer but only as an internal "social media"-type site for all FSA staff rather than a person to person instant messaging service.

- a) The FSA is not the data controller
- b) This information is not held
- c) There is no specific membership criteria for Yammer. It is open to all FSA staff.
- d) Information regarding retention periods is provided in the attached appendices
- e) The FSA's Information Management and Data Protection Policies are attached in the appendices to this response.