

**Ref No. SG8287**

**Date: 11 June 2019**

**REQUEST:**

1. Do you have a staff social media policy?
2. Do you have a policy or guidance on staff use of messaging apps, such as WhatsApp, Siilo, Forward?
3. Does your Trust actively discourage the use of WhatsApp?
4. In the past two calendar years, have any staff been formally disciplined for the inappropriate use of messaging apps at work (ie for sharing clinical information) or for using unapproved messaging apps? If yes, how many?
5. Are you aware how many staff use WhatsApp for work-based communication with colleagues? If yes, how many?
6. Have you recommended or implemented a messaging platform for use across your Trust? If yes, which app or platform do you use?

**OUR RESPONSE:**

1. We have a Trust Internet and e-Communications Policy which includes current policies on social media.
2. Yes
3. No
4. We have not had any disciplinary cases relating to messaging apps in the past 2 years.
5. No
6. Skype for Business