

**From:** Glass G (Gill)  
**Sent:** 04 September 2018 17:41  
**To:** Glass G (Gill)  
**Subject:** FW: For comment/approval: FOI/18/02075 - [Redacted] - Yammer \*due 20 August

**From:** [Redacted]  
**Sent:** 13 August 2018 11:04  
**To:** Fol SpAds PO <Fol.SpAdsPO@gov.scot>  
**Cc:** PS/Education Scotland <ps/educationscotland@educationscotland.gsi.gov.uk>; Gorman G (Gayle) [Redacted]; [Redacted]; [Redacted]; [Redacted]; [redacted]  
**Subject:** For comment/approval: FOI/18/02075 – [Redacted] - Yammer \*due 20 August

Hi



Please find attached the draft Fol response for [Redacted], Senior Reporter, Dundee Courier due on 3 September.

**Note:** [Redacted] has previously sent in a similar FOI ref: FOI/18/01970 and the upper cost limit was applied, papers attached for information. [Redacted] has narrowed down the scope of his request but the upper cost limit still applies. This is based on an Assistant Director's salary which has been based on 10 minutes to review each email with an upper limit of 40 hours (i.e. around 230-240 emails). We will need to ask him to further narrow his scope.


I would be grateful if you could review the draft response for FOI/18/02075 and confirm that you are content for this to be sent to the Minister for final clearance.

Your reply by Mon 20 August would be much appreciated.

#### FOI/18/02075

Fol request	 FW: FOI - Yammer
FOI draft response	 FOI Request - FOI_18_02075 - ...

#### FOI/18/01970

Fol request	 FW: FOI - Glow
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FOI response



FOI Request -  
FOI\_18\_01970 - ...

Mòran taing | Many thanks

[Redacted]

---

[Redacted]

Corporate Business Manager | Education Scotland | Foghlam Alba

---

Tel: [Redacted]

Address: Denholm House, Almondvale Way, Livingston EH54 6GA

Taigh Denholm, Pàirc Ghniomhachais Ghlinn Almoìn, Baile Lèibhinn EH54 6GA

Web: [www.educationscotland.gov.uk](http://www.educationscotland.gov.uk)



SUPPORTING  
year of youth  
bliadhna na

[Redacted]

---

**From:** Glass G (Gill)  
**Sent:** 04 September 2018 16:32  
**To:** Glass G (Gill)  
**Subject:** FW: FOI - Yammer

-----Original Message-----

**From:** Education Scotland enquiries  
**Sent:** 03 August 2018 09:19  
**To:** PS/Education Scotland <ps/educationscotland@educationscotland.gsi.gov.uk>  
**Cc:** Education Scotland enquiries <Enquiries@educationscotland.gsi.gov.uk>  
**Subject:** FW: FOI - Yammer

Hi

This one is a FOI.

[Redacted]

---

[Redacted] | Customer Services Officer

Education Scotland | Foghlam Alba

---

**Tel:** [Redacted]  
**Address:** The Optima, 58 Robertson Street, Glasgow G2 8DU

**Web:** [www.educationscotland.gov.uk](http://www.educationscotland.gov.uk) <<http://www.educationscotland.gov.uk/>>

From: [Redacted]  
Sent: 03 August 2018 09:11  
To: Education Scotland enquiries <Enquiries@educationscotland.gsi.gov.uk>  
Subject: FOI - Yammer

Good morning,

I am requesting the following information under Freedom of Information legislation please:

All correspondence to and from Education Scotland's Glow programme director and their office in relation to Yammer for the past 12 months.

Please include all such correspondence that can be released under FOI rules up to and including the date this request is received.

Many thanks,

[Redacted]

[Redacted]

Senior Reporter

Dundee

D C Thomson & Co Ltd  
2 Albert Square  
Dundee  
DD1 1DD

[Redacted]

[Redacted]

[Redacted]

www.thecourier.co.uk <<http://www.thecourier.co.uk/>>

Twitter:[Redacted]

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D.C.Thomson & Co., Ltd.  
Albert Square  
DUNDEE  
D1 9QJ  
(Registered in Scotland No. 5830)

\*\*\*\*\*

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\*\*\*\*\*

Our Ref: FOI/18/02075

[Redacted]  
By email: [Redacted]

August 2018

Dear [Redacted]

### **Freedom of Information request**

Thank you for your request dated 3 August 2018 under the *Freedom of Information (Scotland) Act 2002* (FOISA).

#### Your request

Your asked us to provide the following information:

All correspondence to and from Education Scotland's Glow programme director and their office in relation to Yammer for the past 12 months.

Please include all such correspondence that can be released under FOI rules up to and including the date this request is received.

#### Response to your request

While our aim is to provide information whenever possible, in this instance the costs of locating, retrieving and providing the information requested would exceed the upper cost limit of £600. This is because a preliminary search of correspondence which contains Yammer has identified a very large number of emails which potentially fall within this scope as these form the core area of the programme director's role. Under section 12 of FOISA public authorities are not required to comply with a request for information if the authority estimates that the cost of complying would exceed the upper cost limit, which is currently set at £600 by Regulations made under section 12.

You may, however, wish to consider reducing the scope of your requests in order that the costs can be brought below £600. This could involve further narrowing the timeframe or being more specific on the topic.

I appreciate that you have already narrowed the timeframe from an earlier FOI request but, given the volume of correspondence related to Yammer sent or

received by the programme director in any month, even this shorter timescale is not achievable within the cost limits.

You may also find it helpful to look at the Scottish Information Commissioner's 'Tips for requesting information under FOI and the EIRs' on his website at: <http://www.itspublicknowledge.info/YourRights/Tipsforrequesters.aspx>

#### Your right to request a review

If you are unhappy with this response to your Freedom of Information request, you may ask us to carry out an internal review of the response by writing to our Chief Inspector of Education and Chief Executive, Gayle Gorman, at [ps/educationscotland@educationscotland.gsi.gov.uk](mailto:ps/educationscotland@educationscotland.gsi.gov.uk).

Your review request should explain why you are dissatisfied with this response, and should be made within 40 working days from the date when you received this letter. We will complete the review and tell you the result, within 20 working days from the date when we receive your review request.

If you are not satisfied with the result of the review, you then have the right to appeal to the Scottish Information Commissioner. More detailed information on your rights is available on the Commissioner's website at: <http://www.itspublicknowledge.info/YourRights/Unhappywiththeresponse/AppealingtoCommissioner.aspx>.

Yours sincerely

[Redacted]  
Corporate Business Manager

[Redacted]

---

**From:** Glass G (Gill)  
**Sent:** 04 September 2018 16:38  
**To:** Glass G (Gill)  
**Subject:** FW: FOI - Glow

-----Original Message-----

**From:** [Redacted] On Behalf Of Education Scotland enquiries  
**Sent:** 20 July 2018 11:09  
**To:** PS/Education Scotland <ps/educationscotland@educationscotland.gsi.gov.uk>  
**Cc:** Education Scotland enquiries <Enquiries@educationscotland.gsi.gov.uk>  
**Subject:** FW: FOI - Glow

Hi

Please see attached FOI

Regards

[Redacted]

Enquiries Officer

[Redacted]

**From:** [Redacted]  
**Sent:** 20 July 2018 10:31  
**To:** Education Scotland enquiries <Enquiries@educationscotland.gsi.gov.uk>  
**Subject:** FOI - Glow

Good afternoon,

I am requesting the following information under Freedom of Information legislation please:



All correspondence to and from Education Scotland's Glow programme director and their office in relation to Yammer and Glow for the past two years.

Please include all such correspondence that can be released under FOI rules up to and including the date this request is received.

Many thanks,

[Redacted]

[Redacted]

Senior Reporter

Dundee

D C Thomson & Co Ltd  
2 Albert Square  
Dundee  
DD1 1DD

[Redacted]

[Redacted]

[Redacted]

[www.thecourier.co.uk](http://www.thecourier.co.uk) <<http://www.thecourier.co.uk/>>

Twitter: @[Redacted]

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DD1 9QJ  
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\*\*\*\*\*

Our Ref: FOI/18/01970

[Redacted]  
By email:[Redacted ]

2 August 2018

Dear [Redacted]

### **Freedom of Information request**

Thank you for your request dated 20 July 2018 under the *Freedom of Information (Scotland) Act 2002* (FOISA).

#### Your request

Your asked us to provide the following information:

All correspondence to and from Education Scotland's Glow programme director and their office in relation to Yammer and Glow for the past two years.

Please include all such correspondence that can be released under FOI rules up to and including the date this request is received.

#### Response to your request

While our aim is to provide information whenever possible, in this instance the costs of locating, retrieving and providing the information requested would exceed the upper cost limit of £600. This is because a preliminary search of correspondence which contains either "Yammer" or "Glow" has identified a very large number of emails which potentially fall within this scope as these form the core area of the programme director's role. Under section 12 of FOISA public authorities are not required to comply with a request for information if the authority estimates that the cost of complying would exceed the upper cost limit, which is currently set at £600 by Regulations made under section 12.

You may, however, wish to consider reducing the scope of your requests in order that the costs can be brought below £600. This could involve narrowing the timeframe or being more specific on the topic.

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<http://www.itspublicknowledge.info/YourRights/Tipsforrequesters.aspx>

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Your review request should explain why you are dissatisfied with this response, and should be made within 40 working days from the date when you received this letter. We will complete the review and tell you the result, within 20 working days from the date when we receive your review request.

If you are not satisfied with the result of the review, you then have the right to appeal to the Scottish Information Commissioner. More detailed information on your rights is available on the Commissioner's website at: <http://www.itspublicknowledge.info/YourRights/Unhappywiththeresponse/AppealingtoCommissioner.aspx>.

Yours sincerely

[Redacted]  
Corporate Business Manager

**From:** Glass G (Gill)  
**Sent:** 04 September 2018 16:52  
**To:** Glass G (Gill)  
**Subject:** FW: For comment/approval: FOI/18/02075 - [Redacted] - Yammer \*due 20 August

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**From:** [Redacted]  
**Sent:** 13 August 2018 12:53  
**To:** [Redacted] ; Fol SpAds PO <Fol.SpAdsPO@gov.scot>  
**Cc:** [Redacted] PS/Education Scotland <ps/educationscotland@educationscotland.gsi.gov.uk>; Gorman G (Gayle) [Redacted; [Redacted] >; [Redacted] [Redacted]

**Subject:** RE: For comment/approval: FOI/18/02075 – [Redacted] - Yammer \*due 20 August

[Redacted]

It's based on a B3 salary which is the standard we apply. With that one change it's good to go

Regards

[Redacted]

---

[Redacted] | Assistant Director Digital Services | [Redacted] | [Redacted]

---



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**From:** [Redacted]  
**Sent:** 13 August 2018 11:04  
**To:** Fol SpAds PO <Fol.SpAdsPO@gov.scot>  
**Cc:** PS/Education Scotland <ps/educationscotland@educationscotland.gsi.gov.uk>; Gorman G (Gayle) <Gayle.Gorman@educationscotland.gsi.gov.uk>; [Redacted] ; [Redacted] ; [Redacted] ; [Redacted] ]  
**Subject:** For comment/approval: FOI/18/02075 – [Redacted] - Yammer \*due 20 August

Hi

Please find attached the draft FOI response for [Redacted], Senior Reporter, Dundee Courier due on 3 September.

**Note:** [Redacted] has previously sent in a similar FOI ref: FOI/18/01970 and the upper cost limit was applied, papers attached for information. [Redacted] has narrowed down the scope of his request but the upper cost limit still applies. This is based on an Assistant Director's salary which has been based on 10 minutes to review each email with an upper limit of 40 hours (i.e. around 230-240 emails). We will need to ask him to further narrow his scope.

I would be grateful if you could review the draft response for FOI/18/02075 and confirm that you are content for this to be sent to the Minister for final clearance.

Your reply by Mon 20 August would be much appreciated.

**FOI/18/02075**

Fol request	<< Message: FW: FOI - Yammer >>
FOI draft response	<< File: FOI Request - FOI_18_02075 – [Redacted] - 3 - draft response - 3 Augus....doc >>

**FOI/18/01970**

Fol request	<< Message: FW: FOI - Glow >>
FOI response	<< File: FOI Request - FOI_18_01970 – [Redacted] - 3 - response - 2 August 2018....doc >>

Mòran taing | Many thanks

[Redacted]

---

**[Redacted]**

Corporate Business Manager | Education Scotland | Foghlam Alba

---

Tel: [Redacted]

Address: Denholm House, Almondvale Way, Livingston EH54 6GA

Taigh Denholm, Pàirc Ghnìomhachais Ghlinn Almoin, Baile Lèibhinn EH54 6GA

Web: [www.educationscotland.gov.uk](http://www.educationscotland.gov.uk)

<< OLE Object: Picture (Device Independent Bitmap) >>

**From:** Glass G (Gill)  
**Sent:** 04 September 2018 17:51  
**To:** Glass G (Gill)  
**Subject:** FW: FOI - MPO - Correspondence between SpAds and Yammer - [Redacted]

**From:** Central Enquiry Unit  
**Sent:** 13 August 2018 11:04  
**To:** Fol SpAds PO <Fol.SpAdsPO@gov.scot>  
**Cc:** Corporate Communications <CorporateCommunications@gov.scot>  
**Subject:** FOI - MPO - Correspondence between SpAds and Yammer – [Redacted]

Good morning

The email enquiry below was received at the Central Enquiry Unit today. I would be grateful if you would deal with this or forward it to the appropriate person / area of business.

You may wish to acknowledge receipt of this email to the enquirer.

Thank you  
 [Redacted]  
 Central Enquiry Unit  
 [Redacted]

Reminder: If this email contains a request for information please remember that the Scottish Government is required to respond to all requests for information including e-mails, within 20 working days of receipt in accordance with the Freedom of Information (Scotland) Act. Please refer to the FOI Guidance. All FOI requests received must be registered on the FOI Tracker.

All FOI responses where information is released must be emailed to the FOI Unit immediately after issue, with 'FOI/EIRs TO PUBLISH' in the subject line

If the request is sensitive, it will require Ministerial clearance. Guidance on this is available at Steps 33 and 34 of the Step-by-Step Guide to Handling FOI/EIRs Requests.

If the request is from a journalist, responses should be issued by the relevant communications team



year of young people  
 bliadhna na h-òigridh  
 2018

**From:** [Redacted]  
**Sent:** 13 August 2018 10:58  
**To:** Central Enquiry Unit <CEU@gov.scot>  
**Subject:** FOI

Good afternoon,

I am requesting the following information under Freedom of Information legislation please:

All correspondence to and from the Fol SpAds PO email account/mailbox in relation to Yammer for the past 12 months.

Please include all such correspondence that can be released under FOI rules up to and including today's date, along with the content of attachments in these emails.

Many thanks,

[Redacted]

[Redacted]  
Senior Reporter  
Dundee  
**THE COURIER**

D C Thomson & Co  
Ltd  
2 Albert Square  
Dundee  
DD1 1DD

[Redacted]



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**From:** Glass G (Gill)  
**Sent:** 04 September 2018 17:58  
**To:** Glass G (Gill)  
**Subject:** FW: FOI/18/00872 - for clearance - due date 19 April

---

**From:** [Redacted]  
**Sent:** 16 April 2018 14:26  
**To:** [Redacted]; Mackinnon J (Judith) [Redacted]; FoI SpAds PO <FoI.SpAdsPO@gov.scot>  
**Cc:** [Redacted]; Richards N (Nicola) <Nicola.Richards@gov.scot>  
**Subject:** RE: FOI/18/00872 - for clearance - due date 19 April

[Redacted]

Special Advisers have considered the response and have no comments to make. No need for ministerial clearance.

[Redacted]

Private Secretary  
 Special Advisers' Office  
 Tel [Redacted]  
 Mobile [Redacted]

All e-mails and attachments sent by the Special Advisers' Private Office to another official on behalf of Special Advisers relating to a decision, request or comment made by a Special Adviser, or a note of a meeting with Special Advisers must be filed appropriately by the primary recipient. The Private Office does not keep official reports of such e-mails or attachments.

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**From:** [Redacted]  
**Sent:** 12 April 2018 14:20  
**To:** Mackinnon J (Judith); FoI SpAds PO  
**Cc:** [Redacted]; Richards N (Nicola)  
**Subject:** FOI/18/00872 - for clearance - due date 19 April  
**Importance:** High

Judith  
[Redacted]

<< Message: FW: FOI - ODO - Yammer 1 – [Redacted] >> << File: FOI\_18\_00872 - Yammer 1 – [Redacted] - final response headed paper.docx >>

Comms have transferred 2 FOIs from [Redacted](political researcher) to the Senior Staff Team to answer. They are about SCS posts on Yammer. [Redacted] in Comms had already researched them and has

supplied the responses, one of which I now attach for your clearance please. This is a very simple one as the answer is a NIL.

The second one will be forwarded to you next week by [Redacted] as I will be on leave. It provides transcripts of Yammer entries and we need to make sure that the named SCS (and 3 externals) are aware, which is taking some time.

Could you please confirm (copying in [Redacted]) that you are content for this to be issued?

Many thanks

[Redacted]



**[Redacted]**

HR Manager, Senior Staff Team, People Directorate, Scottish Government  
E1, Saughton House, Broomhouse Drive, Edinburgh, EH11 3XD  
Tel:[Redacted] ; Email: [Redacted]

---



**From:** Glass G (Gill)  
**Sent:** 04 September 2018 18:04  
**To:** Glass G (Gill)  
**Subject:** FW: FOI/18/00872 - for clearance - due date 19 April

---

**From:** Mackinnon J (Judith)  
**Sent:** 12 April 2018 16:29  
**To:** [Redacted] ; FoI SpAds PO <FoI.SpAdsPO@gov.scot>  
**Cc:** [Redacted] ; Richards N (Nicola) <Nicola.Richards@gov.scot>  
**Subject:** RE: FOI/18/00872 - for clearance - due date 19 April

Happy with this [Redacted] – thank you.

Judith

---

**From:** [Redacted]  
**Sent:** 12 April 2018 14:20  
**To:** Mackinnon J (Judith); FoI SpAds PO  
**Cc:** [Redacted]; Richards N (Nicola)  
**Subject:** FOI/18/00872 - for clearance - due date 19 April  
**Importance:** High

Judith  
[Redacted]

<< Message: FW: FOI - ODO - Yammer 1 – [Redacted] >> << File: FOI\_18\_00872 - Yammer 1 – [Redacted] - final response headed paper.docx >>

Comms have transferred 2 FOIs from [Redacted] (political researcher) to the Senior Staff Team to answer. They are about SCS posts on Yammer. [Redacted] in Comms had already researched them and has supplied the responses, one of which I now attach for your clearance please. This is a very simple one as the answer is a NIL.

The second one will be forwarded to you next week by [Redacted] as I will be on leave. It provides transcripts of Yammer entries and we need to make sure that the named SCS (and 3 externals) are aware, which is taking some time.

Could you please confirm (copying in [Redacted]) that you are content for this to be issued?

Many thanks

[Redacted]



**[redacted]**  
HR Manager, Senior Staff Team, People Directorate, Scottish Government  
E1, Saughton House, Broomhouse Drive, Edinburgh, EH11 3XD  
Tel: [redacted] ; Email: [Redacted]

---

C

C



**From:** Glass G (Gill)  
**Sent:** 04 September 2018 17:10  
**To:** Glass G (Gill)  
**Subject:** FW: FOI/18/00872 - for clearance - due date 19 April

**Importance:** High

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**From:** [Redacted]  
**Sent:** 12 April 2018 14:20  
**To:** Mackinnon J (Judith) [Redacted]; FoI SpAds PO <FoI.SpAdsPO@gov.scot>  
**Cc:** [redacted]; Richards N (Nicola) <Nicola.Richards@gov.scot>  
**Subject:** FOI/18/00872 - for clearance - due date 19 April  
**Importance:** High

Judith  
 [Redacted]



FW: FOI - ODO - FOI\_18\_00872 -  
 Yammer 1 - Dav... Yammer 1 - Dav...

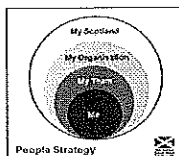
Comms have transferred 2 FOIs from [Redacted] (political researcher) to the Senior Staff Team to answer. They are about SCS posts on Yammer. [Redacted] in Comms had already researched them and has supplied the responses, one of which I now attach for your clearance please. This is a very simple one as the answer is a NIL.

The second one will be forwarded to you next week by [Redacted] as I will be on leave. It provides transcripts of Yammer entries and we need to make sure that the named SCS (and 3 externals) are aware, which is taking some time.

Could you please confirm (copying in [redacted]) that you are content for this to be issued?

Many thanks

[Redacted]



**[Redacted]**  
 HR Manager, Senior Staff Team, People Directorate, Scottish Government  
 E1, Saughton House, Broomhouse Drive, Edinburgh, EH11 3XD  
 Tel: [Redacted]; Email:[Redacted]

**From:** Glass G (Gill)  
**Sent:** 04 September 2018 18:06  
**To:** Glass G (Gill)  
**Subject:** RE: FOI - ODO - Yammer 1 - [Redacted]

---

**From:** [Redacted]  
**Sent:** 06 April 2018 12:30  
**To:** [Redacted]; [Redacted]  
**Subject:** FW: FOI - ODO - Yammer 1 – [Redacted]

---

**From:** [Redacted] **On Behalf Of** Corporate Communications  
**Sent:** 21 March 2018 13:51  
**To:** [Redacted]  
**Cc:** Central Enquiry Unit; Corporate Communications; [Redacted]; [Redacted]  
**Subject:** RE: FOI - ODO - Yammer 1 – [Redacted]

Hi [Redacted]

Think this one is for you.

1 of 2 FOI requests.

Best,  
[Redacted]

---

**From:** Central Enquiry Unit  
**Sent:** 21 March 2018 13:38  
**To:** Corporate Communications  
**Subject:** FOI - ODO - Yammer 1 – [Redacted]

Good afternoon,

Grateful if you could confirm if this is for your area or not.

The email enquiry below was received at the Central Enquiry Unit today.  
I would be grateful if you would deal with this or forward it to the appropriate person / area of business.

Many thanks

[Redacted]  
Central Enquiry Unit  
Ext [Redacted]

**Reminder:** If this email contains a request for information please remember that the Scottish

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If the request is from a journalist, responses should be issued by the relevant communications team. Please ensure that you involve them throughout the process and also ensure Special Advisers have the opportunity to comment on your response before it goes for Ministerial clearance. Guidance on this is available at Steps 33 and 34 of the Step-by-Step Guide to Handling FOI/EIRs Requests.



year of young people  
bliadhna na h-òigridh  
2018

**From:** [Redacted] [mailto:[Redacted]]  
**Sent:** 21 March 2018 11:29  
**To:** Central Enquiry Unit <CEU@gov.scot>  
**Subject:** FOI Yammer 1

Dear Scottish Government,

I am writing to you under the Freedom of Information Act to request the following information. If the information can be provided faster than 20 days, please do so.

-Screengrabs of any posts or threads on Yammer in 2018 involving senior civil servants where any of the following is mentioned: 'Ruth Davidson', 'Tories', 'Scottish Conservatives'.

Please provide the information by email to [Redacted]

Feel free to call me on [Redacted] or email [Redacted] if you require any clarification about this request.

Best,  
[Redacted]

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T: 0131-244 3969  
E: [Redacted]

**PERSONAL – BY EMAIL**

[Redacted]

[Redacted]

Our ref: FOI/18/00872  
April 2018

Dear [Redacted]

**REQUEST UNDER THE FREEDOM OF INFORMATION (SCOTLAND) ACT 2002 (FOISA)**

Thank you for your request dated 21 March 2018 under the Freedom of Information (Scotland) Act 2002 (FOISA).

Your request

You asked for screengrabs of any posts or threads on Yammer in 2018 involving senior civil servants where any of the following is mentioned: 'Ruth Davidson', 'Tories', 'Scottish Conservatives'.

This is a formal notice under section 17(1) of FOISA that the Scottish Government does not have the information you have requested, as a search of Yammer did not return any results.

Your right to request a review

If you are unhappy with this response to your request you may ask us to carry out an internal review by writing to Nicola Richards, Director, People Directorate, Scottish Government, E1 Spur, Saughton House, Broomhouse Drive, Edinburgh, EH11 3XD. Your request should explain why you wish a review to be carried out and should be made within 40 working days of receipt of this letter. We will complete the review and tell you the result, within 20 working days from the date when we receive your review request.

If you are not satisfied with the result of the review, you then have the right to appeal to the Scottish Information Commissioner. More detailed information on your appeal rights is available on the Commissioner's website at:

<http://www.itspublicknowledge.info/YourRights/Unhappywiththeresponse/AppealingtoCommissioner.aspx>.



Yours sincerely

**[Redacted]**  
**Senior Staff Team**