

From: «Name»  
«Directorate+Division»  
«Date»

Deputy First Minister and Cabinet Secretary for Education and Skills

## **YAMMER – FOI – [REDACTED]**

### **Purpose**

1. To seek approval for release of correspondence related to Yammer.

### **Priority**

2. xxx

### **Background**

3. A series of articles were in the Dundee Courier during June, July and August 2018 regarding inappropriate content, security and privacy within Yammer in Glow.
4. The journalist, [redacted] submitted the following request under the Freedom of Information (Scotland) Act 2002 on 7 January 2019:
  - All email correspondence between Education Secretary John Swinney and Education Scotland in relation to Yammer between June 13 2018 and today's date (January 7 2019). Please include all emails available under FOI rules and the content of any attachments to those emails.

### **Exemptions/redaction**

5. We propose to issue the response attached at **Annex B** along with relevant information within the scope of the request suitably redacted or extracted under FOISA exemptions. Details of our decisions regarding documents within scope of the request are contained in the Schedule of Information/Documents attached at **Annex A** which is for your information and does not form part of the formal response to [redacted].
6. SG FoI Unit and SpADS have been contacted and are content with the proposed response and application of exemptions.

### **Recommendation**

7. DFM is invited to approve release of the documents at which are attached separately. The covering letter response is attached at Annex A and a schedule of the documents is included at Annex B.

«NAME»  
«Directorate+Division»

«Extension Number»

«Date»

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**YAMMER – FOI – [REDACTED]  
DRAFT RESPONSE**

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

Thank you for your request dated 7 January 2019 under the Freedom of Information (Scotland) Act 2002 (FOISA).

Your request

You asked for: “All email correspondence between Education Secretary John Swinney and Education Scotland in relation to Yammer between June 13 2018 and today’s date (January 7 2019). Please include all emails available under FOI rules and the content of any attachments to those emails.”

Response to your request

I enclose a copy of most of the information you requested.

While our aim is to provide information whenever possible, in this instance we are unable to provide some of the information you have requested because an exemption under section s.38(1)(b) (personal information) of FOISA applies to that information. This applies as we do not disclose the personal information of Civil Servants below the grade of Senior Civil Servant.

Your right to request a review

If you are unhappy with this response to your FOI request, you may ask us to carry out an internal review of the response, by writing to **<insert name of Director or Director General or Chief Executive, and postal and e-mail address>**. 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 appeal rights is available on the Commissioner’s website at: <http://www.itspublicknowledge.info/YourRights/Unhappywiththeresponse/AppealingtoCommissioner.aspx>.

**YAMMER – FOI – [REDACTED]  
SCHEDULE OF DOCUMENTS**

<b>Doc no</b>	<b>Date</b>	<b>Document type</b>	<b>No of Pages</b>	<b>Document title</b>	<b>Exemptions applied</b>
1	21-22 June 2018	email chain	2	Request to reactivate Yammer for staff	Some information out of scope. Information redacted - s.38(1)(b) Personal data relating to a 3rd party.
2	21 June 2018	Ministerial submission - attached to email of 21 June	3	Request to reactivate Yammer for staff	Information redacted - s.38(1)(b) Personal data relating to a 3rd party.
3	20 August-19 October 2018	email chain	4	Glow - Update on Yammer Review	Information redacted - s.38(1)(b) Personal data relating to a 3rd party.
4	24-28 August 2018	email chain	4	Glow - Update on Yammer Review	Information redacted - s.38(1)(b) Personal data relating to a 3rd party. Also paragraphs redacted which are duplicates of paragraphs in doc 3.
5	20 August 2018	Ministerial submission - attached to email of 20 August	6	Glow - Update on Yammer Review	Information redacted - s.38(1)(b) Personal data relating to a 3rd party.
6	10 September 2018	Ministerial submission attached to email of 10 September	15	Yammer Review and Next Steps	Information redacted - s.38(1)(b) Personal data relating to a 3rd party.
7	10 September 2018	Annex to doc 6	26	Draft Yammer Review	Information redacted - s.38(1)(b) Personal data relating to a 3rd party.
8	19 December 2018	email	1	Yammer Review - publication of Report and GIQ	Information redacted - s.38(1)(b) Personal data relating to a 3rd party.
9	18 December 2018	Ministerial Submission	31	Yammer Review - Report for Publication and GIQ for Clearance	Information redacted - s.38(1)(b) Personal data relating to a 3rd party.
10	13 July-16 July 2018	email chain	6	DFM request re Yammer & Glow Courier Story	Information redacted - s.38(1)(b) Personal data relating to a 3rd party.
11	30 August 2018	email chain	2	Glow/Yammer enquiry from the Courier	Information redacted - s.38(1)(b) Personal data relating to a 3rd party.