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| [REDACTED] | Area G-GOAGVictoria QuayEdinburgh EH6 6QQDate 29/06/15 |

Dear [REDACTED]

**Freedom of Information Request**

Thank you for your email of 17 June 2015 requesting information under the Freedom of Information Act 2000 (FOIA).  You asked for the:

“Total number of employees disciplined for misuse of computers within your organisation over the last give years.

Incidents broken down by year

Detail of what happened in the incident e.g using work email to speak contact friends, send illicit material

Detail of the nature of the incident e.g email misuse, downloading music, etc

Action taken e.g written warning, dismissal.”

I am writing to tell you that we do not hold the information you have requested.

The Office of the Advocate General does not directly employ staff. All our staff are on secondment for other Government departments, primarily the Scottish Government and the Ministry of Justice. All HR functions are carried out by them and therefore all requests for information in relation to discipline for misuse of computers should be submitted to them.

You can use the links below to go to their FOI sites.

<http://www.scotland.gov.uk/About/Information/FOI>

<https://www.justice.gov.uk/information-access-rights/foi-requests/make-an-foi-request-online>

You may, if dissatisfied with the treatment of your request, ask the Office of the Advocate General to conduct an internal review of its decision.  The internal review will be conducted by someone other than the person who took the initial decision.  Requests for internal review should be addressed to the Information Officer, Office the Advocate General, Victoria Quay, Edinburgh, EH6 6QQ.

If following the internal review you remain dissatisfied with the treatment of your request by OAG then you may take your complaint to the Information Commissioner, whose address is Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.  Details of the complaints procedure can be found here:

<http://www.ico.gov.uk/complaints/freedom_of_information.aspx>

Yours sincerely

[REDACTED]