

29 November 2022

Dear

Thank you for your Freedom of Information request dated the 3rd of November 2022.

The Freedom of Information Act gives individuals a right of access to recorded information held by a public authority at the time the request was received. It does not require an authority such as the Welsh Government to provide views or opinions where those views are not already recorded. This is confirmed by the Information Commissioner's guidance 'The Guide to Freedom of Information', page 7:

"The Act does not cover information that is in someone's head. If a member of the public asks for information, you only have to provide information you already have in recorded form. You do not have to create new information or find the answer to a question from staff who may happen to know it."

With that in mind, the answers to your questions are set out below.

1. Do you use one or more collaborative messaging apps?

The Welsh Government does not hold recorded information that would answer this request. However, I can confirm the answer is 'yes'

** If no to Q1, Q2-4 do not apply to you and I do not need a response to them. **

2. Please supply:

2.1. a list of names of those apps, and

2.2. the total number of your employees and workers who are registered for each app.

All Cadw employees are registered to use Microsoft Teams. There are currently 228 Cadw employees.

3. Please provide a list names of public channels in those apps which are used primarily for non-work purposes / socialising among employees.

The Welsh Government does not hold recorded information that would answer this request. However I can confirm that all apps are used for work purposes only.

4. To the extent that these are set in the apps, please also provide the following for each channel in Q3:

4.1. Channel topic

4.2. Channel description

4.3. The number of members in that channel.

The Welsh Government does not hold recorded information that would answer this request. The question is not applicable to the stated apps

Yours sincerely