



Freedom of Information Request Reference N^o: FOI 002408-18

I write in connection with your request for information received by Norfolk and Suffolk Constabularies on the 9 July 2018 in which you sought access to the following information:

1. *"The software used by the Media/Communications team to manage press enquiries, send press releases and maintain a press contacts database. Please specify the value and the expiry date of any contracts associated with the tools you use.*
2. *The software used by the Media/Communications team to monitor the media. Please specify the value and the expiry date of any contracts associated with the tools you use.*
3. *The software used by the Media/Communications team to manage and store interactions with stakeholders (e.g. the media, regulators, government agencies, the community, the public). Please specify the value and the expiry date of any contracts associated with the tools you use.*
4. *The software used by the Public Affairs or any other relevant team to monitor the political environment and Parliament and log interactions with politicians, civil servants, lobbying bodies, trade unions, etc. Please specify the value and the expiry date of any contracts associated with the tools you use."*

Response to your Request

The response provided below is correct as of 10 July 2018

Norfolk and Suffolk Constabularies have considered your request for information and our response is below.

1. The Norfolk and Suffolk Corporate Communications Department use Solcara Spotlight for managing media enquiries, sending and storing press releases, contacts database and logging all calls which come into the Department.

<https://www.blpd.gov.uk/foi/foicontractview.aspx?contractid=27480>

2. The department uses a number of systems to monitor the media, as follows:

- Social Media (for monitoring)
 - Gorkana (for monitoring)
 - Internet Explorer/Chrome (for monitoring online media)
 - Engagement from the public and communities sent via social media is captured, if relevant, using Microsoft and Windows software – Microsoft Word, Outlook, Excel, Snipping tool.
 - We have a presence on Facebook, Twitter, Instagram, Vimeo and Google+. The primary software we use to monitor these channels is Hootsuite. We have also used Tweetdeck in the past, alongside the direct platforms.
 - Outlook email
 - Norfolk and Suffolk Constabulary websites
3. In addition to the above, the department utilises Police Connect for interacting with the community, public and stakeholders.

<https://www.suffolk.police.uk/services/police-connect>

4. Please refer to the information provided above.

Should you have any further queries concerning this request, please contact Clair Pack, FOI Decision Maker, quoting the reference number shown above.

A full copy of the Freedom of Information Act (2000) can be viewed on the 'Office of Public Sector Information' web-site;

<http://www.opsi.gov.uk/>

Norfolk and Suffolk Constabularies are not responsible for the content, or the reliability, of the website referenced. The Constabulary cannot guarantee that this link will work all of the time, and we have no control over the availability of the linked pages.

Your Right to Request a Review of Decisions Made Under the Terms of the
Freedom of Information Act (2000).

If you are unhappy with how your request has been handled, or if you think the decision is incorrect, you have the right to ask the Norfolk and Suffolk Constabulary to review their decision.

Ask Norfolk and Suffolk Constabularies to look at the decision again.

If you are dissatisfied with the decision made by Norfolk and Suffolk Constabularies under the Freedom of Information Act (2000), regarding access to information, you must notify the Norfolk and Suffolk Constabulary that you are requesting a review within 20 days of the date of its response to your Freedom of Information request. Requests for a review should be made in writing and addressed to:

*Freedom of Information Decision Maker
Information Management Department
Suffolk Constabulary
Police Headquarters
Martlesham Heath
Ipswich
Suffolk
IP5 3QS
OR
Email: information@suffolk.pnn.police.uk*

In all possible circumstances Norfolk and Suffolk Constabulary will aim to respond to your request for us to look at our decision again within 20 working days of receipt of your request for an internal review.

The Information Commissioner.

After lodging a request for a review with Norfolk and Suffolk Constabulary, if you are still dissatisfied with the decision, you can apply to the Information Commissioner for a decision on whether the request for information has been dealt with in accordance with the requirements of the Act.

For information on how to make application to the Information Commissioner please visit their website at www.ico.org.uk or contact them at the address shown below:

The Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Telephone: 01625 545 700