

Freedom of Information Request - Schedule

DATE OF REQUEST: 15/4/2022 FILE REFERENCE: FILE2022/4337

SCOPE: Records relating to the “email incident” that occurred on 14 August 2020 (referenced at <https://www.education.act.gov.au/about-us/all-news-and-news-alerts/news-items/august-2020/act-public-schools-email-incident>), created on or after that date, specifically:

1. Final briefs provided to executive staff (Director-General, Deputy Director-General, Executive Group Managers and Executive Branch Managers)
2. Final briefs to the Minister
3. Communications to third parties, including other areas inside the ACT Government, such as Directorates - and any other relevant entities outside the ACT Government.

Record Number	Description	Record Date	Decision (Full release, Partial release, Non-release)	Reason for Decision
1	Email – M Sanderson to K Bartlett – Re: Google – Spam pornographic	20200814 1402	Partial release	Schedule 2, 2.2(a)(xi)
2	Email – B Williamson to M Sanderson and others – Fw: ACT Education – Settings changed	20200814 1758	Partial release	Schedule 2, 2.2(a)(ii), 2.2(a)(xi) and outside of scope
3	Email – J Valtas to M Bayliss and others – Re: Gmail DL Email incident	20200814 1954	Partial release	Schedule 2.2(a)(ii), 2.2(a)(iii) and 2.2(a)(xi)
4	Caveat Brief – E-mail incident 14 August 2020	20200814	Full release	

5	Email – B Williamson to K Bartlett – Fw: Group sync issues summary	20200815 1317	Full release	
6	Email – XXX to M McKay – Re: Google settings – ensuring groups don't get posted to	20200815 2109	Partial release	Schedule 2, 2.2(a)(ii) and 2.2(a)(xi)
7	Email - M McKay to M Bayliss – Re: Group sync issues summary	20200816 0929	Partial release	Schedule 2, 2.2(a)(iii) and outside of scope
8	Email - K Bartlett to M Bayliss and others – Re Google Drive – Students – ability to create new shared drives disabled	20200816 1800	Full release	
9	Email – B Williamson to XXX and others – Re: Additional question – purging content	20200817 1120	Partial release	Schedule 2, 2.2(a)(ii) and 2.2(a)(xi)
10	Email – EDU Alerts to EDU School Leaders – A message from Executive Group Manager School Improvement: Principal email 17 August 2020 Attachments: A – Letter to parents and carers 17 Aug 2020 B – Letter to parents and carers 14 Aug 2020	20200817 1230	Full release	
11	Email – K Bartlett to K Haire and others – Fw: Initial analysis of incident approach and Phase One enabling of services	20200817 1630	Partial release	Schedule 2, 2.2(a)(ii) and 2.2(a)(xi)
12	Email – XXX to B Williamson – Re: Problems with Rate Limits	20200817 2027	Partial release	Schedule 2, 2.2(a)(ii) and 2.2(a)(xi)

13	Brief – Inappropriate Email Distribution ICT response: Phase One – approach to restoring G Suite (excluding Gmail) services for schools – EDU20/1253	20200817	Partial release	Schedule 2, 2.2(a)(ii) and 2.2(a)(xi)
14	Caveat Brief - Email incident - MIN20/1289	20200817	Partial release	Schedule 2,2.2(a)(ii)
15	Email – P Kaur to K Bartlett and others – Re: For Approval Fw: suspend student’s accounts	20200818 1233	Partial release	Schedule 2, 2.2(a)(ii)
16	Assembly Brief – Email Incident – 14 August 2020	20200818	Full release	
17	Email – M Bayliss to Google Cloud Support – Re: New Case Comment [#24690438] Exports from Vault stuck at 95% Attachment – Accounts with matches 20200820 0732	20200820 1737	Partial release	Schedule 2, 2.2(a)(ii) and 2.2(a)(xi) Attachment is not released – Schedule 2, 2.2(a)(ii)
18	Email – M Bayliss to J Crawford and others – Re: G Suite status alert	20200821 0915	Full release	
19	Email – XXX to M McKay – Re: Purge job	20200821 1634	Partial release	Schedule 2, 2.2(a)(ii), 2.2(a)(xi) and outside of scope
20	Email – B Williamson to J Valtas and others – Creating OUs and enabling gmail – limited users	20200824 0916	Partial release	Schedule 2, 2.2(a)(ii)
21	Email – Google Cloud Support to K Bartlett and others – Re: Delete progress [#24690438] [ref:_00D00VNwG._5005w1cN6oq:ref]	20200824 1549	Partial release	Schedule 2, 2.2(a)(ii) and 2.2(a)(xi)

22	Email – B Williamson to K Bartlett and others – Re: Email activated	20200824 2301	Partial release	Schedule 2, 2.2(a)(ii)
23	Brief – Inappropriate Email Distribution ICT Response: Phase Two – approach to restoring Gmail services for all students – EDU20/1291 Attachments: A – Detailed activity list B – Email – Ongoing analysis of incident approach and Phase Two enabling of services	20200824	Partial release	Schedule 2, 2.2(a)(ii) and 2.2(a)(xi)
24	Email – P Kaur to K Bartlett and others – Re: Google – Activation of Gmail services	20200826 0924	Full release	
25	Caveat Brief – Student email incident – communications activities – MIN20/1319	20200826	Partial release	Schedule 2, 2.2(a)(ii)
26	Document – Digital Strategy Committee - Major Incident Report – Inappropriate Emails Circulated through Student Distribution Groups	20200831	Full release	
27	Caveat Brief – Gmail Post Incident Review – Independent Audit – MIN20/1372 Attachment: Terms of Reference – Gmail Post Incident Review - Draft	20200910	Partial release	Schedule 2, 2.2(a)(ii) and 2.2(a)(xi)
28	Report – ACT Education Email Incident – September 2020 – Foresight	20200918	Full release	
29	Caveat Brief – Email Incident Update – ACT Policing Investigation – MIN20/1411	20201016	Partial release	Schedule 2, 2.2(a)(ii)

30	Letter – K Haire to B Konti	20210726	Partial release	Schedule 2, 2.2(a)(ii)
31	Caveat Brief – Gmail Post Incident Review – Independent Audit outcomes and progress – FILE2021/3108 Attachment: Gmail Incident Process Control Review – Final Report - PWC	20210728	Partial release	Schedule 2, 2.2(a)(ii)