

Mr. David Holland

18 May 2011

Dear Mr. Holland

**FREEDOM OF INFORMATION ACT 2000 – INFORMATION REQUEST
(Our file: FOI_11-034) [DRAFT]**

In response to your email of 16 April 2011, I have undertaken an internal review of your appeal of our partial refusal notice of 24 February 2011 pursuant to the UEA internal appeal procedure as outlined on page 25 of the document:

<http://www.uea.ac.uk/is/strategies/infregs/Freedom+of+Information+Act+Policy>

Our refusal of three of the questions within your request was based on our finding that the University did not possess the requested information at the time of the request and we reported this to you pursuant to your rights under section 1(1) to be told if we possess requested information. The other question was refused on the basis that it was a repeat of an earlier request to which we had responded and we therefore applied section 14(2) of the Act.

I confirm that as Pro-Vice-Chancellor at UEA, I am a senior member of staff who has had no material role in the original decision. I have sufficient training and knowledge in the Act to undertake the Review. My role in the review has been to consider afresh the reasonableness of the decision and handling of the request, which I have now done. I have consulted with the Information Policy and Compliance Officer where necessary to gain an understanding of the issues under consideration, and have consulted guidance from the Information Commissioners Office on the conduct of internal reviews in general and in regards the issues at hand in this matter.

I have reviewed actions of our staff in searching for the requested information and spoken to the relevant staff as well.

After careful consideration of the evidence before me and the guidance referenced above, I have concluded that Mr. Palmer was correct in his statement that the University did not hold the information requested in questions 3, 4 and 5 of your request, and in his application of section 14(2) to question 2 of your request.

We would now consider this to be our final position on the internal review of this matter, and would advise that if you are dissatisfied with this response, you should now exercise your right of appeal to the Information Commissioner at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF
Telephone: 0303 123 1113
[Website: www.ico.gov.uk](http://www.ico.gov.uk)

Please quote our reference given at the head of this letter in all correspondence.

Yours sincerely,

A handwritten signature in dark ink, appearing to read 'Thomas Ward', is positioned above the printed name.

Thomas Ward
Pro-Vice-Chancellor - Academic