



Information Services Directorate

Library  
University of East Anglia  
Norwich Research Park  
Norwich NR4 7TJ  
United Kingdom

Email: [foi@uea.ac.uk](mailto:foi@uea.ac.uk)  
Tel: +44 (0) 1603 593 523  
Fax: +44 (0) 1603 591 010

Web: <http://www.uea.ac.uk>

Mr. David Holland

16 July 2012

Dear Mr. Holland

**Re: COMPLAINT FROM MR. DAVID HOLLAND**  
**(Our ref: FOI\_10-112 / EIR\_10-014; ICO ref: FER0385852)**

On 11 June 2012 the Information Commissioner issued a Decision Notice in this matter which you have no doubt read and reviewed by this point. The Commissioner imposed one action on this institution; namely that we "...disclose to the complainant the information falling within the scope of the second request which was withheld under the exception in regulation 12(4)(e) (Internal communications)". The 'second request' that the Commissioner refers to is, as you would recall as follows:

*"Please may I see all UEA email correspondence concerning FOI\_08-031 or its subject matter, that was not addressed or copies to me, from 20 November 2009 to today"*

The Commissioner noted in point 7 of the Decision Notice that we had confirmed with you that this request was for "...all correspondence about his previous request for information rather than information falling within the scope of that request." We released some information to you in our original response of 19 November 2010 and withheld other information pursuant to Regulation 12(4)(e). It is this latter material that we have been directed to release.

In conducting the work of assembling the material relevant to the direction of the Commissioner in the Decision Notice, it came to our attention that the material we had supplied to the Commissioner as being withheld pursuant to Regulation 12(4)(e) was, in fact, out of the date range specified in the scope of the request in that it all dated from 2008. We contacted the Information Commissioner who agreed with our assessment that this information was not within the scope of the request and therefore should not have been subject to Regulation 12(4)(e).

Nonetheless, we feel that as both ourselves and the ICO treated this material as being within the scope of the request, we should nevertheless release it to you and it is attached herewith in the document entitled 'Appendix A\_2008 correspondence.pdf'. You will note we have made a few small redactions relating to personal data which the Commissioner overlooked in his Decision Notice. We are also including the two pieces of correspondence with persons external to UEA which the Commissioner noted should not have been excepted under Regulation 12(4)(e) as internal correspondence.

Additionally, in the course of conducting a review of this matter in light of what we released initially in response to this question, we noted that we may well hold material that is relevant to this element of the request that was not released to you nor reported to the Information Commissioner at the time his investigation as being withheld pursuant to Regulation 12(4)(e). In order to ensure that a full review of all relevant files and documents is undertaken, we will require an additional ten (10) working days from the date of this letter to conduct the searches and review any relevant information to ready it for release.

I do apologise for this error on our part and assure that we will undertake this additional review and quickly and efficiently as possible.

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

Yours sincerely

David Palmer  
Information Policy & Compliance Manager  
University of East Anglia