

Louis Seaman
request-921xxxxxxxxxx@xxxxxxxxxxxxxxxx.xxx

5 December 2011

Our Ref: FOI 2011/295 – F0184149

Dear Mr Seaman,

Re: Freedom of Information (Scotland) Act 2002 – Request for Information

Thank you for your email which was received by the University on 4 November 2011 timed 07:44 hours, requesting the following information:

“Could you please send me copies of all email correspondence relating to the Student Lifecycle Project or MyCampus sent or received by David Newall since 1st May 2011? Please include all attachments.”

University’s Response

The University has estimated that the cost of responding to your request will exceed the fee limit as set out in the Freedom of Information (Fees for Required Disclosure) (Scotland) Regulations 2004. As a result, we are not obliged to provide a response. The fee limit set down by the Regulations is £600, and in this instance this equates to a combination of staff time capped at a rate of £15 per hour plus the reproduction of documents at the rate of 10p per A4 sheet. It is estimated that in order to reproduce the information requested would exceed the prescribed cost limit of £600.

Please be advised that a modified request will be given due consideration. Any modification of your request will be treated as a new request for the purposes of the Freedom of Information (Scotland) Act 2002.

The supply of documents under the terms of the Freedom of Information (Scotland) Act 2002 does not give the applicant or whoever receives the information any right to re-use it in such a way that might infringe the Copyright, Designs and Patents Act 1988 (for example, by making multiple copies, publishing or otherwise distributing the information to other individuals and the public). The Freedom of Information (Scotland) Act 2002 (Consequential Modifications) Order 2004 ensured that Section 50 of the Copyright, Designs and Patents Act 1988 (“CDPA”) applies to the Freedom of Information (Scotland) Act 2002 (“FOISA”).

DATA PROTECTION AND FREEDOM OF INFORMATION OFFICE

Main Building, University of Glasgow, Glasgow G12 8QQ
Data Protection: Telephone: 0141-330-3111 E-Mail: ~~xxx~~
Freedom of Information: Telephone: 0141-330-2523 E-Mail: foi@gla.ac.uk
The University of Glasgow, charity number SC004401

Breach of copyright law is an actionable offence and the University expressly reserves its rights and remedies available to it pursuant to the CDPA and common law. Further information on copyright is available at the following website:

<http://www.ipo.gov.uk/copy.htm>

Your right to seek a review

Should you be dissatisfied with the way in which the University has dealt with your request, you have the right to require us to review our actions and decisions. If you wish to request a review, please contact the University Secretary, University Court Office, Gilbert Scott Building, University of Glasgow, Glasgow, Scotland G12 8QQ or e-mail: xxx@xxx.xx.x within 40 working days. Your request must be in a recordable format (letter, email, audio tape, etc). You will receive a full response to your request for review within 20 working days of its receipt.

If you are dissatisfied with the way in which we have handled your request for review you may ask the Scottish Information Commissioner to review our decision. You must submit your complaint in writing to the Commissioner within 6 months of receiving the response to review letter. The Commissioner may be contacted as follows:

The Scottish Information Commissioner
Kinburn Castle
Doubledykes Road
St Andrews
Fife
KY16 9DS
Telephone: 01334 464610
Fax: 01334 464611
Website www.itspublicknowledge.info
E-mail: enquiries@itspublicknowledge.info

An appeal, on a point of law, to the Court of Session may be made against a decision by the Commissioner.

For further information on the review procedure please refer to (<http://www.gla.ac.uk/services/dpfoioffice/policiesandprocedures/foisa-complaintsandreview/>)
All complaints regarding requests for information will be handled in accordance with this procedure.

Yours sincerely,

Data Protection and Freedom of Information Office