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*Records & Information Manager*  
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30<sup>th</sup> March 2021

OUR REFERENCE: FOI/RFI-3060/Gilhotra

Dear Alisha Gilhotra/Surbhi Saxena,

We write in response to your request received on 26th March 2021.

Our records indicate that on the morning of 26th March 2021 you submitted this request through the whatdotheyknow.com website as well as an identically worded request direct to Northumbria University using your own email address.

As these requests were submitted within one hour of each other, we have determined that we are not required to respond to duplicate requests and will therefore only provide one response.

Since we consider the request from the email account is identifiable from you, as opposed to confusion over the account name and the sign off name at the bottom of this request, we shall respond to the request submitted direct to the University only.

If you are unhappy with our response or the way your request has been handled, you have the right to ask for an internal review. To request a review, please contact the Records and Information Manager, in writing at the above address or via email. The review would be undertaken by Jay Wilson, the University's Head of Legal.

Please remember to quote the reference number above in any future communications.

Should you remain dissatisfied following an internal review, you may then appeal to the Information Commissioner at www. <https://ico.org.uk/>

Yours sincerely

**Duncan James**  
**Records and Information Manager**