



24 June 2021

File ref: FOI2021/00305

Jonathan Dennis

Sent by email: [request-760520-ddb617d2@whatdotheyknow.com](mailto:request-760520-ddb617d2@whatdotheyknow.com)

Dear Jonathan Dennis

### **Freedom of Information request: FOI2021/00305**

Thank you for your email of 28 May requesting information about freedom of information requests.

The University of Edinburgh is a global university, rooted in Scotland. We are globally recognised for our research, development and innovation and we have provided world-class teaching to our students for more than 430 years. We are the largest university in Scotland and in 2019/20 our annual revenue was £1.12 billion, of which £296 million was research income. We have over 44,000 students and over 15,000 staff. We are a founding member of the UK's Russell Group of leading research universities and a member of the League of European Research Universities.

### **Information requests**

Each business unit in the University is responsible for ensuring any information requests they receive are answered in accordance with the University's obligations under freedom of information legislation. The Records Management Section is responsible for providing guidance to local areas and for coordinating responses to requests that are complex or where information is held by more than one unit. Our freedom of information statistics are based on the number of requests centrally logged by the Section.

You asked for freedom of information (FOI) statistics by financial year from 2015/16 to 2020/21. You asked for information broken down into the "financial year" from 1 April to 31 March. Please note the University of Edinburgh's financial year runs from 1 August to 31 July.

The answers to your first three questions are available through the [Scottish Information Commissioner's Statistics portal](#). This information is published by quarter so you can calculate it either by University financial year, or the year you requested. The number of FOI requests received by the University, and the number responded to within statutory timescales (your questions 1 and 2) are recorded there.

For the number of freedom of information requests that were satisfied without any review process over this time period (your question 3), the University does not directly hold this information. However the published statistics include a figure for the number of review requests where a 'decision was taken for the first time'. This represents the review requests where we had not responded to the original request before responding to the review. If you subtract this from the total number of requests we responded to in the relevant period (by adding together the number of responses that were responded to on time and the number responded to late), you will be able to calculate this figure.

You also asked for the average response time for freedom of information requests over this time period. We have not calculated an average response time. To calculate this information we would need to look at information about when we received and responded to requests in the two different systems we have used for request management in this time period. As the University is not required to create new information in order to respond to freedom of information requests we do not hold the information you request.

### **Technical exemption**

Please note that as this information is available to you from the Scottish Information Commissioner website, it is technically exempt from the University's obligation to answer requests for information under the Freedom of Information (Scotland) Act 2002. The information is exempt under section 25(1) of this Act, because it is available to you by another route. This exemption is a technical matter only and does not affect your ability to obtain the information on-line.

If you do not have access to the Internet or would prefer to receive information in hard copy please let me know and I will arrange for printouts from the appropriate web pages to be sent to you.

### **Right to review**

If you are dissatisfied with this response, you may ask the University to conduct a review of this decision by contacting the University's Records Management Section in writing (e.g. by letter or email) or in some other recorded form (e.g. audio or video tape). You should describe the original request, explain your grounds for dissatisfaction, and include an address for correspondence. You have 40 working days from receipt of this letter to submit a review request. The contact details for the Records Management Section are at the top of this letter. When the review process has been completed, if you are still dissatisfied, you may use the [Scottish Information Commissioner's guidance on making an appeal](#) to make an appeal to the Commissioner. If you do not have access to the Internet, please let me know and I will provide a copy of the relevant web pages.

### **Privacy notice for information request applicants**

[The University of Edinburgh's request privacy notice](#), which describes how we use the information you have supplied about yourself and your request, is published on the University website.

Yours sincerely

**Sara Cranston**  
Records Management Section

**If you require this letter in an alternative format, such as large print or a coloured background, please contact the Records Management Section on 0131 651 4099 or email [recordsmanagement@ed.ac.uk](mailto:recordsmanagement@ed.ac.uk)**