

Information Assurance and Governance
Office of the Principal

26 September, 2017

Dear Steve,

Freedom of Information (Scotland) Act 2002
Our Ref: 248-17

I refer to your request for information received by the University on 11 September 2017 under the Freedom of Information (Scotland) Act 2002 ("the FOISA"). You have asked to be supplied with the total number of beds available to either undergraduates or postgraduates per residence.

I confirm that the University holds the information requested and that this is being provided to you in full as Appendix A to this letter.

We are grateful to you for pointing out the discrepancy you found on the accommodation webpages and steps are being taken to have this rectified. In addition, the document you are being provided with is also shortly to be added to the website to give a more user-friendly overall comparison.

Your right to seek a review of how your information request was managed

If you are not satisfied with the University's response and/or our reasoning set-out above, you have the right to request a review of our decision. The time lines in which this right is available are set out in section 20(5)(a) and (b) FOISA. In broad terms the right to seek a review must be exercised within 40 working days of receiving this response.

Any request for review should be put in writing or some other permanent form e.g. an e-mail and should be sent to the University of St Andrews, through the contact details provided below.

A request for a Review should:

- a) state your name and address;
- b) describe the nature of your original request; and
- c) explain the reasons why you are dissatisfied with our response.

Information Assurance and Governance
01334 462776
foi@st-andrews.ac.uk

Freedom of Information / Environmental Information
University of St Andrews
Butts Wynd (Building)
St Andrews
Fife
KY16 9AJ

Email foi@st-andrews.ac.uk
Telephone +44(0)1334 462776

If you remain dissatisfied with how your request for information has been dealt with following Review, you also have the right to apply to the Scottish Information Commissioner (SIC) for a decision. In the event of an appeal to the SIC, the Commissioner will generally only be able to investigate the matters raised in the request for review.

Details on how to make an appeal online to the SIC can be found on their website:
<http://www.itspublicknowledge.info/YourRights/Unhappywiththeresponse/AppealingtoCommissioner.aspx>

Alternatively, you can contact the SIC by post, telephone or email at:

Scottish Information Commissioner
Kinburn Castle
Doubledykes Road
St Andrews
Fife KY16 9DS

Telephone: 01334 464610
E-mail: enquiries@itspublicknowledge.info
Website: www.itspublicknowledge.info

This concludes the University's response.

Yours sincerely

JUNE WEIR
Information Assurance and Governance Officer

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