

Information Assurance and Governance
Office of the Principal

13 August, 2018

Dear Mr Gordon,

Freedom of Information (Scotland) Act 2002
Our Ref: 230-18

I refer to your request for information dated 17 July, 2018 under the Freedom of Information (Scotland) Act 2002 ("the FOISA"). You have asked to be supplied with the following information for undergraduate application cycles for entry from 2015 through to 2018.

1. *The number of offers made to applicants.*
2. *The number of students (of those in #1) who selected the University of St Andrews as their firm choice.*
3. *The number of students (of those in #2) who selected the University of St Andrews as their insurance choice.*
4. *The number of students (of those in #2 and #3) who enrolled at the University of St Andrews.*
5. *The number of students who enrolled at the University of St Andrews via means not covered in #4 (i.e. via adjustment or clearing).*

The number of offers, acceptances and entrants from UCAS applicants to undergraduate degree programmes broken down by school for academic years 2015/16 to 2017/18 inclusive can be found in Worksheet 1 of Appendix A.

Data for the General Arts Programmes and General Science Programmes has been combined as reporting them separately resulted in small numbers being disclosed revealing personal information which is contrary to the first data protection principle of the Data Protection Act 2018 i.e. that personal data shall be processed lawfully, fairly and in a transparent manner.

The University believes that there is a risk of a living individual being identified from the with-held data in conjunction with other data that could potentially come into the possession of another. As a result, it would be unfair for this information to be disclosed into the public domain where there is no reasonable expectation of this happening. This information is being with-held under section 38(1)(b), *Personal Information* of the FOISA. This is an absolute exemption and not subject to the public interest test.

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

As you acknowledged in your enquiry, the 2018 application cycle is currently underway. Worksheet 2 of Appendix A provides the requested offers and acceptances data for entry into academic year 2018/19 as at 30 July 2018. As we are mid-application cycle, this data should be treated as provisional and is subject to change. Entrant data is not held at the present time.

I can confirm that no places were made available through UCAS Clearing or Adjustment services throughout the specified time period. No information is therefore held in relation to part 5 of your enquiry.

Information not held

Section 17 of the FOISA requires that a Scottish public authority confirms in writing where information requested of it is not held and notice is given to this effect in relation to the data requested at item 5 and the number of entrants for academic year 2018/19.

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.

Freedom of Information / Environmental Information

University of St Andrews

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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

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Information Assurance and Governance Officer

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