

Louis Seaman
request-110@xx

20 March 2012

Our Ref: FOI 2012/79 – F0201892

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 20 March 2012 timed 11:04 hours, requesting the following information:

“1. Please provide the following information from all emails that were sent by Frank Coton in relation to the Student Lifecycle Project or MyCampus during January 2012:

- a. The name (or email address) of the recipient(s)**
- b. The date that the email was sent**
- c. The subject of the email.**

2. Please provide the following information from all emails that were received by Frank Coton in relation to the Student Lifecycle Project or MyCampus during January 2012:

- a. The name (or email address) of the sender**
- b. The date that the email was sent.**
- c. The subject of the email.”**

As the University of Glasgow is a Scottish Public Authority, your request is subject to the terms of the Freedom of Information (Scotland) Act 2002 (“FOISA”). The University acknowledges receipt of your request and confirms a response will be sent to you promptly; and in any event not later than 19 April 2012. The Freedom of Information Office will contact you if we require any further information.

Yours sincerely,

Data Protection and Freedom of Information Office



The information that you supplied with your Request for information will be entered into a filing system and will only be accessed by authorised persons of the University of Glasgow or its agents. The information will be retained by the University and will only be used for the purpose of (a) processing your Request for information, and (b) for statistical and audit purposes. By supplying such information you consent to the University storing the information for the stated purpose. The information is held by the University in accordance with the provisions of the Data Protection Act 1998.