

Our Ref: FOI2021/001

Ellen Blacow  
request-715873-3016dc5e@whatdotheyknow.com

Monday, 04 January 2021

Dear Ellen Blacow,

**Freedom of Information Act 2000 – Request for Information**

I acknowledge your request for information received by the University on 4<sup>th</sup> January 2021.

Your request is being considered and you will normally receive the information requested within the statutory timescale of 20 working days as defined by the Freedom of Information Act 2000, subject to the information not being exempt or containing a reference to a third party. However due to the unprecedented spread of Covid-19 the University is operating in a virtual environment with members of staff working from home. This may cause delays in our response or incomplete responses where paper records are held on site. Please bear with us at this time, we will do our best to respond within 20 working days. For more information please see the ICO's blog at <https://ico.org.uk/your-data-matters/your-data-matters-blog/>

If appropriate, the information may be provided in paper copy, normal font size. If you require alternative formats, e.g. language, audio, large print, etc. then please let me know.

For your information, the Act defines a number of exemptions which may prevent release of the information you have requested. There will be an assessment and if any of the exemption categories apply then the information will not be released. You will be informed if this is the case, including your rights of appeal.

If the information you request contains reference to a third party then they may be consulted prior to a decision being taken on whether or not to release the information to you. You will be informed if this is the case. There may be a fee payable for this information. This will be considered and you will be informed if a fee is payable. In this event the fee must be paid before the information is processed and released. The 20 working day time limit for responses is suspended until receipt of the payment.

Further information about your rights is also available from the Information Commissioner at: Information Commissioner's Office.

The Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Telephone: 01625 545700  
Web Address: [www.ico.org.uk](http://www.ico.org.uk)

Yours sincerely,

Information Compliance Team  
[foi@westminster.ac.uk](mailto:foi@westminster.ac.uk)

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