

Your Ref:
Our Ref: foi 2011/17

Bhookhun
request-60184-1d29b1bf@whatdotheyknow.com

27/01/2011

Dear Ms Bhookhun,

Freedom of Information Act 2000 – Request for Information

I acknowledge your request for information received by the University on 27th January 2011.

Your request is being considered and you will 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.

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.gov.uk

Yours sincerely,

Malcolm Bacon
University Records Manager

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020 7911 5158