

John Ferguson  
request-100xxxxxxxxxxxxx@xxxxxxxxxxxxxxxxx.xxx

21 February 2012

Our Ref: FOI 2012/15 – F0192411

Dear Mr Ferguson,

**Re: Freedom of Information (Scotland) Act 2002 – Request for Information**

Thank you for your email which was received by the University on 17 January 2012 timed 08:39 hours, requesting the following information:

**“Under the provisions of the Freedom of Information Act, I am writing to request the following information:**

- 1. Minutes of the Student Lifecycle Project Board meetings since 1st June 2011.**
- 2. Minutes of the IPSC meetings since 1st June 2011.**
- 3. Minutes of the Senior Management Group meetings since 1st June 2011. I am only interested in items related to the Student Lifecycle Project, MyCampus or the IT Services.**
- 4. Minutes of the Principal’s Advisory Group meetings since 1<sup>st</sup> June 2011. I am only interested in items related to the Student Lifecycle Project, MyCampus or the IT Services.**
- 5. Minutes of the Senate meetings since 1st June 2011. I am only interested in items related to the Student Lifecycle Project, MyCampus or the IT Services.**
- 6. Minutes of the University Court meetings since 1st June 2011. I am only interested in items related to the Student Lifecycle Project, MyCampus or the IT Services.”**

**University’s Response**

Please accept our apologies for the delay in issuing your response.

**1. Minutes of the Student Lifecycle Project Board meetings since 1st June 2011.**

Please see Appendices 1a to 1l attached.

The identities of external third parties have been redacted as (a) the identities are considered as personal data as defined in the Data Protection Act 1998, and (b) the release of information

**DATA PROTECTION AND FREEDOM OF INFORMATION OFFICE**

Main Building, University of Glasgow, Glasgow G12 8QQ

Data Protection: Telephone: 0141-330-3111 E-Mail: ~~xxx~~

Freedom of Information: Telephone: 0141-330-2523 E-Mail: [foi@gla.ac.uk](mailto:foi@gla.ac.uk)

The University of Glasgow, charity number SC004401

about those individuals would be in breach of the data protection principles as defined in the Data Protection Act 1998. Therefore, the exemption from release of the information applies as specified under sections 38(1)(b) and 38(2) of the Freedom of Information (Scotland) Act 2002. This exemption is an absolute exemption under the Freedom of Information (Scotland) Act 2002.

## **2. Minutes of the IPSC meetings since 1st June 2011.**

There have been no IPSC meetings held during the requested period. Therefore, the University of Glasgow does not hold the information that you have requested and is not aware of any other public authority that could respond to your request. Section 17 of FOISA states that where public authorities receive requests for information that they do not hold, they must issue a notice advising that they do not hold the requested information.

## **3. Minutes of the Senior Management Group meetings since 1st June 2011. I am only interested in items related to the Student Lifecycle Project, MyCampus or the IT Services.**

Please see Appendix 2 attached.

## **4. Minutes of the Principal's Advisory Group meetings since 1<sup>st</sup> June 2011. I am only interested in items related to the Student Lifecycle Project, MyCampus or the IT Services.**

Please see Appendix 3 attached.

## **5. Minutes of the Senate meetings since 1st June 2011. I am only interested in items related to the Student Lifecycle Project, MyCampus or the IT Services.**

Please see Appendix 4 attached.

## **6. Minutes of the University Court meetings since 1st June 2011. I am only interested in items related to the Student Lifecycle Project, MyCampus or the IT Services.**

The requested information is currently accessible from the following location:

<http://www.gla.ac.uk/services/courtoffice/universitycourtandcourtmeetings/courtminutes/>

Though the University of Glasgow does hold the information that you have requested, the information is exempt under section 25 of the Freedom of Information (Scotland) Act 2002, as it is otherwise accessible.

The supply of documents under the terms of the Freedom of Information (Scotland) Act 2002 does not give the applicant or whoever receives the information any right to re-use it in such a way that might infringe the Copyright, Designs and Patents Act 1988 (for example, by making multiple copies, publishing or otherwise distributing the information to other individuals and the public). The Freedom of Information (Scotland) Act 2002 (Consequential Modifications) Order

2004 ensured that Section 50 of the Copyright, Designs and Patents Act 1988 ("CDPA") applies to the Freedom of Information (Scotland) Act 2002 ("FOISA").

Breach of copyright law is an actionable offence and the University expressly reserves its rights and remedies available to it pursuant to the CDPA and common law. Further information on copyright is available at the following website:

<http://www.ipo.gov.uk/copy.htm>

### **Your right to seek a review**

Should you be dissatisfied with the way in which the University has dealt with your request, you have the right to require us to review our actions and decisions. If you wish to request a review, please contact the University Secretary, University Court Office, Gilbert Scott Building, University of Glasgow, Glasgow, Scotland G12 8QQ or e-mail: [xxx@xxx.xx.uk](mailto:xxx@xxx.xx.uk) within 40 working days. Your request must be in a recordable format (letter, email, audio tape, etc). You will receive a full response to your request for review within 20 working days of its receipt.

If you are dissatisfied with the way in which we have handled your request for review you may ask the Scottish Information Commissioner to review our decision. You must submit your complaint in writing to the Commissioner within 6 months of receiving the response to review letter. The Commissioner may be contacted as follows:

The Scottish Information Commissioner  
Kinburn Castle  
Doubledykes Road  
St Andrews  
Fife  
KY16 9DS  
Telephone: 01334 464610  
Fax: 01334 464611  
Website [www.itspublicknowledge.info](http://www.itspublicknowledge.info)  
E-mail: [enquiries@itspublicknowledge.info](mailto:enquiries@itspublicknowledge.info)

An appeal, on a point of law, to the Court of Session may be made against a decision by the Commissioner.

For further information on the review procedure please refer to  
(<http://www.gla.ac.uk/services/dpfoioffice/policiesandprocedures/foisa-complaintsandreview/> )  
All complaints regarding requests for information will be handled in accordance with this procedure.

Yours sincerely,

Data Protection and Freedom of Information Office