



Information Assurance and Governance
Office of the Principal

2 April 2019

Dear Mr McKendry,

Freedom of Information (Scotland) Act 2002
Our Ref: 108-19

I refer to your enquiry dated 7 March, 2019 under the Freedom of Information (Scotland) Act 2002 ("the FOISA") asking to be provided with the following information:

- All emails from the Principal's Office which contain the words 'navy' and 'corduroy' from 1 September 2016 to 7 March, 2019.

A search has been carried out of the emails of the Principal's private office and no recorded information has been located relevant to your enquiry.

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 therefore given to this effect.

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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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

JUNE WEIR
Information Assurance and Governance Officer