



University of East Anglia

Information Services Directorate

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[REDACTED]  
  
23 March 2016

Dear [REDACTED]

**Freedom of Information Act 2000 – Information request (ref: FOI\_16-072)**

We have now considered your request of 11 March 2016 for the following information:

*'Please supply the details, ie names, of your top level management structure and their contact details (email address and phone number).*

*Please supply the top 20 financial donations the UEA Sportspark has received in the past 2 years with names and contact details.*

*Please supply any correspondence, written or electronic sent either internally or externally, which relates to the complaint I made on the 15th February to Hugh Davies and subsequent follow up email on the 21st February.'*

Our response is on page 2 of this letter and we hope this will meet your requirements.

If you are not satisfied you have the right of appeal against this response. If you wish to appeal, please set out in writing your reasons for appealing and send to the above address. You must appeal within 60 calendar days of the date of this letter. Any appeal received after that date will not be considered nor acknowledged. This policy has been reviewed and approved by the Information Commissioner's Office.

You also have a subsequent right of appeal to the Information Commissioner's Office. Further information is available on their website:

[https://ico.org.uk/Global/contact\\_us](https://ico.org.uk/Global/contact_us), or by telephone on 0303 123 1113.

Please note that any material over which UEA has copyright is released on the understanding that you will comply with all relevant copyright rules regarding reproduction and/or transmission of the information provided.

Please quote our reference given at the head of this letter in all correspondence.

Yours sincerely

Ellen Paterson  
Information Policy and Compliance Manager  
University of East Anglia

## Response to Freedom of Information Act 2000 request (FOI\_16-072)

*Please supply the details, ie names, of your top level management structure and their contact details (email address and phone number).*

Clarification received on 11 March: 'I am interested in the management of the sportspark but if there is a governing body which oversees this from the UEA then I would also like this information.'

As noted in our email to you of 11 March, relevant information is available from our website:

Sportspark management: <http://www.sportspark.co.uk/about/management-team>

University Executive Team: <https://www.uea.ac.uk/about/our-university/executive>

Telephone numbers for these senior staff are listed in the University's directory: <https://www.uea.ac.uk/documents/6207125/6293741/telephone-directory.pdf>

Email addresses are as follows:

### Sportspark management team

Name	Position	Email address (all followed with '@uea.ac.uk')
Phil Steele	Director of Sport	phil.steele
Hugh Davies	Assistant Director – Operations	hugh.m.davies
Maria Rowe	Assistant Director – Community Sport	m.rowe
Rachel Tomes	Assistant Director – Student Sport	r.tomes
Jane Rumball	Administration Manager	j.rumball
Anna Linsmith	Head of Department (Health & Safety, Quality)	a.linsmith
Craig Edwards	Head of Department (Dryside Facilities)	craig.edwards
Ben Price	Head of Department (Health & Fitness)	ben.price
Fearn Ainsworth	Head of Department (Customer Relations)	f.ainsworth
Tania Bruce	Head of Department (Catering)	tania.bruce
Nikki Merrill	Head of Department (Aquatic Facilities)	n.merrill

### Executive team

Name	Position	Email address (all followed with '@uea.ac.uk')
David Richardson	Vice Chancellor	d.richardson
Neil Ward	Pro-Vice-Chancellor	neil.ward

Name	Position	Email address (all followed with '@uea.ac.uk')
David Petley	Pro-Vice-Chancellor	d.petley
Ian Harvey	Executive Dean	ian.harvey
Yvonne Tasker	Executive Dean	y.tasker
Philip Gilmartin	Executive Dean	p.gilmartin
Jacqueline Collier	Executive Dean	jacqueline.collier
Brian Summers	Registrar and Secretary	b.summers

*Please supply the top 20 financial donations the UEA Sportspark has received in the past 2 years with names and contact details.*

The Sportspark does not directly receive donations, which are instead managed by the University's Development Office.<sup>1</sup> Therefore, in line with your rights under section 1(1)(a) of the Act to be informed whether information is held, we confirm that the University does not hold information on donations received by the UEA Sportspark.

*Please supply any correspondence, written or electronic sent either internally or externally, which relates to the complaint I made on the 15th February to Hugh Davies and subsequent follow up email on the 21st February.*

As noted in our email to you of 11 March, the personal data of an individual making a request is exempt from disclosure under section 40(1) of the Freedom of Information Act. Such requests will instead be handled in accordance with the Data Protection Act 1998. Guidance on how to proceed with a request for your own personal information is available from our website.<sup>2</sup>

That exemption aside, in this particular case we can confirm the only correspondence we hold which is relevant to your request is that which was sent or received by yourself within the email thread containing your request of 11 March, plus the one email copied below.

That is, there have been four separate emails in total: two previous emails sent by you (dated 15 and 21 February) and two emails from Hugh Davies (dated 17 February and 22 February). The message from Mr Davies below refers to your message of 21 February.

From: Hugh Davies (PES)  
 Sent: 22 February 2016 13:39  
 To: Anita Rushbrooke (PES) <A.Rushbrooke@uea.ac.uk>  
 Subject: FW: Spring Gymnastics

<sup>1</sup> <http://www.uea.ac.uk/difference/>

<sup>2</sup> <https://portal.uea.ac.uk/information-services/strategy-planning-and-compliance/regulations-and-policies/information-regulations-and-policies/data-protection/requests-for-personal-information>

Hi Anita,

Please could you identify the “sharp metal edge” see below, and show it to Wayne or one of the Managers on Duty. If it is indeed a hazard, then we'll take the appropriate action.

Thanks,

Hugh

As the other three messages relating to this incident were included in your original request, we have not copied them here. However, if you would like us to provide a copy of these messages please let us know.