



University of East Anglia

Information Services Directorate

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[REDACTED]

27 April 2016

Dear [REDACTED]

Freedom of Information Act 2000 – Information request (ref: FOI_16-088)

We have now considered your request of 01 April 2016 for the following:

'I am requesting a copy of "the policies and procedures for managing the risks around external speakers and events on campus and institution-branded events taking place off campus" which were required to be submitted to HEFCE by your institution.'

Our response is in the accompanying PDF 'FOI_16-088 Appendix A'.

We hope this information will meet your requirements, however 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, or by telephone on 0303 123 1113.

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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