



University of East Anglia

Information Services Directorate

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[REDACTED]

05 July 2016

Dear [REDACTED]

Freedom of Information Act 2000 – Information request (ref: FOI_16-124)

We have now considered your request of 15 June 2016 for information relating to communications made by the University in order to comply with Section 22(4)(b) of the Education Act 1994.

Our response is on page 2 of this letter, together with a copy of your request.

On this occasion it is not possible to provide all the requested information. 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 in regards question (iii) of your request. Further information is on page 3 of this letter.

We hope this information will meet your requirements, however if you are not satisfied you have the right of appeal. 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.

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

Dave Palmer
Information Policy and Compliance Manager
University of East Anglia

Response to Freedom of Information Act 2000 request (FOI_16-124)

I am writing to obtain the following information under the Freedom of Information Act 2000:

(i) Please provide copies of all written communications made by University of East Anglia to students within the last three years in order to comply with section 22(4)(b) of the Education Act 1994

Each student is made aware of the Code of Practice relating to Student Unions in an email which is sent following the successful completion of their registration process.

The text of the email relating to section 22(4)(b) of the Education Act 1994 has remained unchanged for the last 3 academic years, and is provided below:

All students of the University are automatically admitted as members of the Union of UEA students and, if they are graduate students, the Graduate Students' Association. However, all students have the right to withdraw from membership of either body or not to be represented by it. If you do withdraw from membership you will still have access to the principle services and facilities provided by the unions and the right to join clubs and societies. There is more information about this and ways in which the unions must conduct their affairs contained in the Code of Practice Relating to Student Unions:

<http://www.uea.ac.uk/calendar/Code+of+Practice+relating+to+Student'+Unions>

If you are involved in the activities of the unions you should be aware of the legal restrictions relating to the unions as charitable bodies. These are described in more detail on the Charity Commission's website:

<http://www.charity-commission.gov.uk>¹

(ii) Please state

(a) the dates on which these written communications were provided;

(b) whether they were provided to all students or only some of them; and if the latter

(c) to which group of students they were provided

(a) Each student receives the email noted in the question above as soon as they complete the annual registration task. The dates will vary, but every student that registers will receive an email.

(b) All students are required to register annually so all students receive the information

(c) Please note responses to (a) and (b) above.

(iii) Please provide details of any oral communications made by the university to students within the last three years in order to comply with section 22(4)(b) of the Education Act 1994.

[Information not held, s.1(1), Freedom of Information Act]

We hold no records of any formal oral communications that have been made by the University within the last 3 years in order to comply with section 22(4)(b) of the Education Act 1994.

¹ The link provided in 2013 was:

http://www.charity-commission.gov.uk/About_us/oqs/q048b003.aspx, http://www.charity-commission.gov.uk/About_us/OGs/q048b002.aspx