



University of East Anglia

Information Services Directorate

The Library  
University of East Anglia  
Norwich Research Park  
Norwich NR4 7TJ  
United Kingdom

Email: [foi@uea.ac.uk](mailto:foi@uea.ac.uk)  
Tel: +44 (0) 1603 593 523  
Fax: +44 (0) 1603 591 010  
Web: <http://www.uea.ac.uk>



08 December 2016

Dear

**Freedom of Information Act 2000 – Information request (ref: FOI\_16-223)**

We have now considered your request of 13 November 2016 as clarified on 25 November for information relating to pay scales for Associate Tutors (AT), applicable from 1<sup>st</sup> August 2016.

Our response is on page 3-4 of this letter, together with a copy of your request, and within the attached document entitled FOI\_16-223 Appendix A.

On this occasion, it is not possible to provide all the requested information. The Act contains a number of exemptions that allow public authorities to withhold certain information from release. We have applied the following exemption to part of your request.

Exemption	Reason
s.40(2), Personal information	Disclosure of information would contravene one of the data protection principles

In line with s.40(2) of the Act, we have removed certain personal data from the accompanying file; specifically, the names of individuals in a file from the Faculty of Social Sciences which lists AT work opportunities within the School of Development Studies. The names are of those lecturers teaching the module to which the AT work was attached.

When a request is made under FOIA for information that includes personal data we are required to consider whether disclosing those data would breach the data protection principles contained within the Data Protection Act (DPA).

In considering a disclosure under FOIA, the University must also take into account that any information released under that Act will be placed in the public domain, through our own disclosure log or by other means.

We believe that disclosure of the requested information would breach the first data protection principle under the DPA; namely that information must be fairly and lawfully processed, and that the processing also meets one of the conditions set out in Schedule 2 of that Act (and in the case of sensitive personal data, a condition in Schedule 3).

We have followed the Information Commissioner's guidance<sup>1</sup> in assessing whether it is fair to disclose this information under FOIA. This involves considering the nature of the information, the expectations of and potential harm (of disclosure) to the data subjects, and how any legitimate public interest in this information is balanced against the rights and freedoms of the data subjects.

We note that the requested information is not publicly available. Those involved would not have had a reasonable expectation that this information would be made public, either now or at the time the document was created. We do not think there is a legitimate interest in disclosing this information to the public, and have therefore concluded that disclosure of this information would not be fair.

The Information Commissioner's guidance (see footnote 1) notes that if a public authority has determined disclosure would not be fair then it must not release the information under FOIA. In such circumstances there is no need to consider the conditions in Schedule 2 or 3 of the Data Protection Act.

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](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

---

<sup>1</sup> <https://ico.org.uk/media/1213/personal-information-section-40-and-regulation-13-foia-and-eir-guidance.pdf>

## Response to Freedom of Information Act 2000 request (FOI\_16-223)

*The University has adopted a new pay scale for Associate Tutors, applicable from 1st August 2016. This pay scale classifies the nature of work to be performed and remunerated into 5 categories.*

*The University has furthermore stated that it wishes to ensure that “different roles being performed across the University can be directly compared with each other and rewarded at a consistent and fair level, based on the role requirements and level of responsibility”.*

*I would like to receive copies of all documents containing any definitions, directives, instructions, guidance or other assimilated material pertaining to the meaning, interpretation, implementation, application and usage in practice (for example, but not exclusively, in job definitions and contract documents) of the abovementioned Associate Tutor pay scale and its five categories of work, whether issued at:*

- a) University Wide Level.*
- b) Faculty and/or school level with regard to the following departments:*
  - The Faculty of Arts and Humanities and more particularly The School of Literature, Drama and Creative Writing.*
  - The Faculty of Science and more particularly each of the Schools of Computing Sciences and Environmental Sciences.*
  - The Faculty of Social Sciences more particularly the School of Education and Lifelong Learning*

*[Clarified on 25 November as follows:*

- 1. The payscale referred to is the existing scale which was updated as of 01 August 2016 and which can be found here :  
<https://www.uea.ac.uk/documents/2506781/2665515/Associate+Tutors+-+August+2012+Pay+Award.pdf/ddcdeb4e-f52e-4207-b286-e0afbaed7e4f>*
- 2. I am interested in receiving all documents as indicated in my request relating to these work categorisations, regardless of the date on which they were established or adopted, but only in so far as they were applicable in August 2016 and had not been revoked or superseded, or have been established or adopted since.*
- 3. I would also appreciate receiving any earlier material which might be referred to in such documents and which may be essential to understanding the same.]*

All relevant documents are within the attached document entitled FOI\_16-223 Appendix A. We have included documents that describe and define the content of the AT role within the relevant Faculties. Where appropriate, we have added the text of documents or communications authored by a School which contain information relating to the AT role and have indicated from which School the document originated. In some cases, these documents may appear to be directed at students but they are equally applicable to AT staff.

The Terms and Conditions document from our Human Resources Division, although not defining the AT role per se, does describe the obligations and rights that come with the role.