



University of East Anglia

Information Services Directorate

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Dear

Freedom of Information Act 2000 – Information request (ref: FOI_17-041)

We have now considered your request of 16 February 2017 for the following information:

'I would like to know, over the past three academic years (15/16, 15/14, 14/13), the following:

- *How many complaints were made to the university over racism*
- *How many students were disciplined for racism, and how many students were disciplined for racism towards other students*
- *How many university staff were reported for racism, and how many were disciplined as a result'*

Unfortunately, on this occasion it is not possible to provide any of the requested information. We have determined that the cost of finding and assembling some of the requested information will exceed the 'appropriate limit' as defined by section 12 of the Act and the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004/3244.

The 'appropriate limit' of £450, which equates to 18 hours' work, can relate to one request in its entirety or to a series of linked requests. If the University cannot locate, retrieve and extract some or all of the requested information within the 18 hours we are not obliged to retrieve any of the requested information.

We received a similar request last year, and published our response here: https://portal.uea.ac.uk/documents/6207125/6884241/160726_Response+letter_FOI_16-147.pdf/

This earlier request had a wider date range, nonetheless the University would encounter the same issues in providing the information you have requested. As before, a number of University departments might hold relevant information, and in some student cases, this information may be duplicated. In order to retrieve all potential recorded information on complaints involving students we would need to review all student files for the past three academic years. This review would be a manual process requiring searches of several thousand paper student files. As before, it is difficult to estimate how long it would take to extract and collate the

requested information, however such a task would undoubtedly exceed the 18-hour limit.

To assist you in formulating a request to which we can respond, we can confirm we would be able to provide the following information within the 18-hour period:

1. The number of any racism-related complaints that the University's Senate Student Disciplinary Committee (SSDC) investigated. This number would include complaints relating to students at all levels of study. We could also provide the outcome of any SSDC investigations.
2. The number of any racism-related complaints received by the University's Security Services. This number would include complaints made by, or involving, staff or students, whether on or off-campus, but we could not provide the outcome of the complaint, as Security Services would not handle any subsequent investigations.
3. For the University's Student Support Service (formerly known as the Dean of Students' Office), the number of individuals who contacted the Service and were categorised as 'victim of racist incident' or 'accused of racist incident'.
4. The number of University staff who were reported for racism, and how many were disciplined as a result.

Please let us know you would like us to provide information relating to any or all of the above.

You have the right of appeal against this decision. If you wish to appeal, please set out in writing your grounds of appeal and send to me at the address noted in the heading to this letter.

You must appeal our decision 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 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