



University of East Anglia

Information Services Directorate

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[REDACTED]

17 August 2017

Dear [REDACTED]

Freedom of Information Act 2000 – Information request (ref: FOI_17-204)

We have now considered your request of 14 August 2017 for the following information:

For each academic year 2012-13, 2013-14, 2014-15, 2015-16, and 2016-17, please provide as a data set – in a table format, eg. as a .CSV or .XLS

The number of complaints made about university staff, broken down by academic year and reason e.g. sexual harassment or breach of confidentiality

The number of investigations made into university staff and the outcome of each investigation, broken down by academic year and reason for investigation e.g. sexual harassment or breach of confidentiality. In each case please also note whether the incident was reported to the police.

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.

The University does not record investigations *per se*, but instead records instances where investigations result in a formal meeting being convened to consider whether a sanction is appropriate, for instance in the form of disciplinary action.

Therefore, to provide the information requested would require significant manual retrieval of information from individual employee files held within our Human Resources Division (HRD). We have estimated that for each academic year this would take each member of HR staff a minimum of two hours to complete for each academic year, therefore totalling at least 10 hours each. As there are 10 staff in HRD holding relevant records, this work would therefore take approximately 100 hours of effort.

Additionally, there is the possibility that there could have been a preliminary investigation into a localised complaint that would be resolved before it ever reaches the Human Resources Division so the data could be located in the records held by some 20 Schools of study across the University.

We would wish to assist you in formulating a request to which we can respond, but given the number of staff employed by UEA, to secure data for the request as written for even one year would likely to be in excess of the appropriate limit. We would therefore suggest that you limit the scope of your request to instances where investigations resulted in a formal meeting being convened.

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

Dave Palmer
Information Policy and Compliance Manager
University of East Anglia