



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
Tel: +44 (0) 1603 593 523
Fax: +44 (0) 1603 591 010
Web: <http://www.uea.ac.uk>



21 April 2017

Dear

Freedom of Information Act 2000 – Information request (ref: FOI_17-093)

We have now considered your request of 07 April 2017 for the following information:

- 1. Flight itineraries taken each month (by staff and/or students) for the past 12 months including the UK airport of departure and the ultimate overseas destination point?*
- 2. Number of staff/students travelling per flight?*
- 3. If available, the airline operator?*

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.

In regards your request, the requested information is held in a variety of locations within the University, both within central administrative units and within Faculty and School offices. We have canvassed units holding relevant information and have determined that to locate information relevant to questions 1 and 2 from central units would take a minimum of 11 hours of effort, and we estimate a minimum of 12 further hours of effort to locate and extract the requested information from the four Faculties and allied Schools within UEA. This clearly would exceed the appropriate limit of 18 hours.

To assist you in formulating a request to which we can respond, we believe that we could respond to a request that is limited to records of staff and student travel held by central administrative units excluding records held at the Faculty and School level. This would also have the advantage of encompassing records of units where overseas travel is concentrated such as the Vice-Chancellor's Office and the International Office.

In the alternative, we could provide information on staff and student travel from the Faculty and School level absent data from our central units.

Additionally, 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 on the personal overseas travel of staff and students. We note that your request did not explicitly state that you were only interested in work- or course-related travel. UEA has no interest in, nor control over records relating to the personal travel of staff and students and even if such information was found within UEA records, it would not be 'held' legally for the purposes of FOIA.

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