



University of East Anglia

Information Services Directorate

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21 December 2017

Dear

Freedom of Information Act 2000 – Information request (ref: FOI_17-292)

We have now considered your request of 23 November 2017 for the following information:

I would like to request the gifts and hospitality register records you hold from 2012 till the present day.

Our response is within the attached documents entitled

- FOI_17-292 Appendix A
- FOI_17-292 Appendix B
- FOI_17-292 Appendix C

Appendix A contains records held by the Vice-Chancellor's Office pursuant to our internal [Anti-Fraud and Corruption Policy](#)¹. Appendices B and C are records held by our Estates Division relating to hospitality and gifts received respectively.

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 the requested information for the years 2012 to 2015. Such records were not maintained during this period.

Additionally, 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 documents entitled FOI_17-292 Appendix B and FOI_17-292 Appendix C: namely, the names of recipients of hospitality within the Estates Division; the names of staff members that were the recipients of gifts; and the names of the winners of the raffle of gifts within the Estates Division.

¹ <https://portal.uea.ac.uk/documents/6207125/7103513/Anti-fraud+Policy+28+May+2010.pdf/>

We believe that disclosure of the information identifying staff members are 'personal data', as defined by section 1(1) of the Data Protection Act 1998 (DPA) and that release would be against 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](#)².

We do not believe that there would be any expectation on the part of these individuals that their identity as winners of the raffle would be made public nor do we have consent for the release of this information, and in this case we do not consider disclosure of the data to be necessary under any of the other conditions of Schedule 2.

Where information has been removed from the accompanying file in accordance with s.40(2), we have replaced the text with a black rectangle with the exemption stated therein.

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

² <http://www.legislation.gov.uk/ukpga/1998/29/schedule/2>