



University of East Anglia

Information Compliance (ITCS)

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>



11 October 2018

Dear 

**Freedom of Information Act 2000 – Information request (ref: FOI\_18-167)**

We have now considered your request of 24 July 2018 for information relating to the number of workplace bullying complaints over the last five academic years and University policy regarding workplace bullying.

As per your request, our response is presented in CSV format in the attached document, FOI\_18-167 Appendix A. For reference, we have provided a copy of your request on page 2 of this letter.

We have now added the gender information in relation to the complainants for complaints made by students. However, in relation to the gender and status information relating to the individuals who are the subject of any complaint, we have determined 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 sincerely regret the delay in providing a full response and very much apologise for any inconvenience caused. This response should replace the response sent on 22 August 2018 and should now be regarded as our full and final response to your request.

In relation to incidents of bullying reported by students to our Student Support Services, please note that we categorise them as 'Bullying and harassment' so the figures likely overstate the actual number of incidents related solely to bullying rather than to another form of harassment.

It should also be noted that UEA has run a zero tolerance campaign in recent years around sexual violence, harassment and hate crimes which encourages students and staff to report an incidents. We offer training support and advice to students and staff to ensure we foster a culture where there is zero tolerance for sexual harassment, violence or hate crime; where people can have frank open and honest discussions

about these issues and encourage people to challenge behaviours and change cultures

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 be contrary to the requirements of the General Data Protection Regulation

*Exemption explanation*

In line with s.40(2) of the Act we have removed certain personal data from part of our response to question 2 of your request

We believe that information on the grade of seniority and department of both complainants and the subject of complaints would constitute, in combination with other information available, the personal data of these individuals, as defined by Article 4(1) of the General Data Protection Regulation (GDPR), as it would allow the reader to identify these individuals.

We believe that disclosure of this information relating to these individuals would be contrary to the requirements of Article 5(1)(a) of the GDPR; namely that information must be processed lawfully, fairly and in a transparent manner in relation to the data subject. These individuals would have no expectation that this information would be made publicly available, and we have not identified a lawful basis that would allow or require us to disclose this information.

We have indicated in our response where information has been removed from the accompanying file in accordance with s.40(2).

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 Compliance Manager  
University of East Anglia

## Freedom of Information Act 2000 request (FOI\_18-167)

*I am writing to you under the Freedom of Information Act 2000 to request the following.*

- Does your university have a bullying policy in place? Please provide a link to it and state when it was last updated.*
- How many complaints have been made in the last five academic years (2013-14, 2014-15, 2015-16, 2016-17, 2017-2018) about workplace bullying?*

*Please break this information down by year and state whether the complaint was made by:*

- a) staff - please provide detail on whether academic or non-academic and seniority if possible*
- b) student*

*Please say whether it was made against*

- a) staff - please provide detail on whether academic or non-academic and seniority if possible*
- b) student*

*Where applicable, please state what university department the staff or students making and receiving the complaints were from, the gender of those involved and the grade of seniority of those involved.*

- How many complaints made in the last five academic years (2013-14, 2014-15, 2015-16, 2016-17, 2017-2018) about bullying were investigated? Please break this down by year.*