



University of East Anglia

Information Compliance (ITCS)

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12 September 2018

Dear [REDACTED]

Freedom of Information Act 2000 – Information request (ref: FOI_18-195)

We have now considered your request of 14 August 2018 for the following information:

- 1. A Copy of your Institutes 'Criminal convictions and Rehabilitation of Offenders Act' Policies in relation to admissions for health care courses (Medicine, Nursing, Midwifery, Biomedical Science, Paramedic Science)*
- 2. Volume of self-disclosure of a Criminal Conviction during applications for the previous 5 years (sub categorised by Course applied for and Year of Application)*
- 3. From those perspective students (request two), number of those who received invitation for interview and those who received offers (sub categorised by Course applied for and Year of Application)*
- 4. Number of applicants who self-disclosed and those interviewed, received offers with one or more convictions? and with a custodial prison sentence?*
- 5. Number of students admitted on health care courses with criminal convictions? with previous custodial prison sentences? (sub categorised by Course applied for and Year of Application / admission)'*

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.

Specifically, we have determined that to answer questions 2 and 3 alone will require in excess of 18 hours. There are currently 2,054 records of self-disclosure in the

period since 1 October 2012¹ and these would first need to be manually checked to determine which are from individual applicants, and which application is connected to the self-declaration.

Information regarding self-disclosure of criminal convictions of applicants is held in separate screens within our student records system to all other student data. A manual search will be required to match the individuals from the self-disclosure data.

We estimate that approximately 50% of the self-disclosure records are linked to courses requiring an interview and most of the information identifying who has been selected for interview is held in a number of different locations, each of which requires a manual search.

Based on 7 minutes to review the interviewing course records and 2 minutes to review the non-interviewing course records, we estimate it will require in excess of 150 hours to locate and extract the data to respond to questions 2 and 3.

Given that the responses to questions 4 and 5 are dependent on data from questions 2 and 3, we would be unable to provide the requested data for these questions within the appropriate limit.

To assist you in formulating a request to which we can respond, we can provide a response to question 1 which is available on our website here:

<https://www.uea.ac.uk/study/undergraduate/apply/our-admissions-policy/criminal-convictions-policy>

Unfortunately, due to the volume of data that would need to be manually reviewed we can see no way in which we can respond to questions 2 to 5, regardless of any alteration to the time frame of data requested.

I hope this adequately explains our position, however if you are unhappy with our response you have the right of appeal. If you wish to appeal, please set out in writing your grounds of appeal and send to the address in the letter heading.

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 Compliance Manager
University of East Anglia

¹ Please note that we are interpreting your request for five year's data as being for the past five admissions cycles, so data from October 2013 is relevant to the 2013/14 admission cycle.