



University of East Anglia

Information Services Directorate

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[REDACTED]  
  
23 February 2018

Dear [REDACTED]

**Freedom of Information Act 2000 – Information request (ref: FOI\_18-051)**

Thank you for your request of 22 February 2018 for the following information:

- 1. GDPR Policy approved or draft (all related versions)*
- 2. Working papers for the drafting of your GDPR policy*
- 3. Any documents relating to your proposed GDPR policy, if this likely to take the request over the cost threshold, could you please disregard.<sup>1</sup>*

On this occasion it is not possible to provide 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 any document, in draft or final state, which could be said to be a GDPR policy. We also have no working papers relating to such a document.

We have an existing data protection policy<sup>1</sup>, which we will fully revise for GDPR, however this work has not yet started. Our current plan of work for GDPR includes a review of the existing policy that is scheduled for between March and May this year, but we are now in the process of reviewing our schedule of work and exact timing is still to be agreed.

We hope this response 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.

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<sup>1</sup> <https://portal.uea.ac.uk/documents/6207125/7068603/Data-Protection-Policy.pdf/>

Please quote our reference given at the head of this letter in all correspondence.

Yours sincerely

Ellen Paterson  
Information Policy and Compliance Manager  
University of East Anglia