



University of East Anglia

Information Compliance (ITCS)

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21 May 2018

Dear [REDACTED]

**Freedom of Information Act 2000 – Information request (ref: FOI\_18-098)**

We have now considered your request of 24 April 2018 for the following information:

*“A) How many non-disclosure agreements has the authority agreed in each of the calendar years of 2014, 2015, 2016 and 2017? Please provide individual figures per year. Please also provide reasons for the agreements being agreed where possible (e.g. 2 whistleblower complaints). Please provide the total number of NDAs but also the different types of NDA agreements (e.g. whistleblower complaint/ / sexual harassment complaint etc.). Please make clear if the agreements concern commercial companies rather than employees.*

*B) Please provide the total amount of financial compensation awarded as part of these agreements for the entirety of this period in £.”*

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.

We are not in a position to provide any of requested information in relation to non-disclosure agreements. For the time frame requested, the University holds 105 severance agreements, each of which may include non-disclosure clauses. The University does not hold a separate record of which of these severance agreements, if any, include a non-disclosure clause. Therefore, to provide a response to any element of your request would require a manual review of each agreement to locate any such clause, the basis for the inclusion of such a clause and any financial compensation associated with such cases.

We have conducted a test of the time required to review one file and determined that it will require approximately 45 minutes per document to source all of the requested

data. This gives a total of some 78 hours to locate and extract the requested information, which is well in excess of the appropriate limit.

To assist you in formulating a request to which we can respond, we have determined that we could provide the severance agreement data for 2016 within the appropriate limit, and respond to all elements of your request in relation to research funding and commercial transactions conducted by the University

Unfortunately we have also determined that we would not be able to provide the severance agreements data for 2014, 2015 or 2017 individually, as the number of documents within each year are sufficiently great as to be in excess of the appropriate limit.

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](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