



University of East Anglia

Information Compliance (ITCS)

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[REDACTED]

17 August 2018

Dear [REDACTED]

**Freedom of Information Act 2000 – Information request (ref: FOI\_18-164)**

We have now considered your request of 23 July 2018 for the following information:

*'I require the minutes from meetings between the Students Support Services/Accommodation Team and the Student Union. The meetings occurred between August and December, 2017 - they relate to accommodation discounts for disabled students.*

*I also require any email correspondence relating to these issues - specifically accommodation discounts for disabled students for 2017/18.'*

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 of the information requested.

Two meetings such as you describe did occur, one on 12 October 2017 and the other on 04 December 2017. However, no formal minutes were made of either meeting and therefore no relevant records are held by UEA. Any actions or changes resulting from the discussions were incorporated into revised versions of the documents under discussion. Should you wish to see these documents, please let us know.

Further, no emails pertaining to this meeting are held. If any potentially relevant emails were written they have been deleted pursuant to Accommodation Office procedures and none are held within Student Support Services.

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.

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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