



University of East Anglia

Information Compliance (ITCS)

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[REDACTED]

19 April 2018

Dear [REDACTED]

**Freedom of Information Act 2000 – Information request (ref: FOI\_18-073)**

We have now considered your request of 20 March 2018 for the following information:

*'The information I am requesting, broken down by year for the past five years (2017-18 back to 2013-14) is:*

- The number of complaints by students on the grounds of racial discrimination, harassment, or related issues, with details where possible*
- The number of those complaints which resulted in disciplinary procedures, with details where possible*
- The number of those complaints which resulted in suspension, expulsion, or dismissal, with details where possible.'*

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, in relation to incidents of racism submitted by students, such reports may be submitted to a number of different areas of the University. We expect the following departments would receive most, if not all, formal complaints of this nature: Security Services, Learning and Teaching Services, Postgraduate Research Students Service, Human Resources Division (including Equality and Diversity) and the Student Support Services.

Incidents may be reported to one or more of these departments, and there is no central or combined means of recording incidents. As a result, any data we hold may be duplicated across departments. Any information identifying an incident as having a racial element will only be held by these departments within individual files that would need to be searched manually.

Given the large number of records involved it is difficult to estimate how long it would take to extract and collate the requested information, however as there are thousands of records where relevant data could potentially be located, we are confident that the 18 hour limit would be exceeded.

To assist you in formulating a request to which we could respond, we would be able to provide the following information within the 18-hour period:

1. The number of any formal racism-related complaints that the University's Senate Student Disciplinary Committee (SSDC) investigated. This number would include complaints relating to students at all levels of study. We could also provide the outcome of any SSDC investigations.
2. The number of any racism-related complaints received by the University's Security Services. This number would include complaints made by, or involving, staff or students, whether on or off-campus, but we could not provide the outcome of the complaint, as Security Services would not handle any subsequent investigations.
3. For the University's Student Support Service, the number of individuals who contacted the Service and were categorised as 'victim of racist incident' or 'accused of racist incident'.
4. The number of University staff who were reported for racism, and how many were disciplined as a result.

Please let us know you would like us to provide information relating to any or all of the above.

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 Policy and Compliance Manager  
University of East Anglia