



18 January 2019

Dear 

Freedom of Information Act 2000 – Information request (ref: FOI_19-009)

We have now considered your request of 10 January 2019 for the following information:

'Dear Sir/Madam,

I am e-mailing to place a request for all information available under the Freedom of Information Act; relating to the Estates & Facilities/Property Maintenance and Projects directorates of your organisation.

I would like to request an Organisation chart for all Directors, Managers, and employees within the Estates, Facilities, Maintenance, Property and Projects departments.

Any information that could be provided would be greatly appreciated.'

We emailed asking for clarification on 10 January 2019, and again on 17 January 2019 in regards to what you meant by "...all information under the Freedom of Information act; relating to Estates & Facilities/Property Management and Projects directorate of your organisation". Thank you for your clarification received on 17 January 2019 stating you wish to receive "*any structure chart outlining the Estates & Facilities/Property Maintenance and Projects departments*"

Our response is within the accompanying document, "FOI_19_009 Appendix A"

The University is aware that the organisational charts are out of date as the departments have had restructures and personnel moves since they were created, however the organisational charts provided are those held on file as at the date of this request.

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 40 working days of the date of this letter. In line with section 5.3 of the UK Government's Freedom of Information Act Code of Practice, we are not obliged to accept internal reviews after this date.

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.

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

Yours sincerely

Kirsty McDonald
Information Compliance Assistant
University of East Anglia