

08 August 2019

Dear [REDACTED]

Freedom of Information Act 2000– Information request (ref: FOI_19-248)

We have now considered your request of 01 August 2019 for the following information:

'I am writing to you in regards to a Freedom of Information Request (under 'The Freedom of Information Act 2000') for the Estates, Facilities & Capital Works department within the University.

Names:

Job Titles:

Structure chart:

Of the individuals working within the stated department'

Our response is in the accompanying document, FOI_19-248 Appendix A.

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