



University of East Anglia

Information Services Directorate

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02 November 2015

Dear [REDACTED]

**Freedom of Information Act 2000 – Information request (ref: FOI\_15-203)**

We have now considered your request of 19 October 2015 for the following information:

- a) How many incidents and/or allegations of sexual violence and harassment have been recorded at the university since 2013? Please specify the type of allegation (eg. rape/sexual assault etc) and outcome of each*
- b) Please provide details of what guidance the university provides to students about sexual violence and the reporting of allegations to the appropriate authorities. Please state if you do not provide any specific guidance on sexual violence to students.*

Unfortunately, on this occasion we are unable to provide the requested information. We have determined that the cost of finding and assembling the 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, relates to a request in its entirety. 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.

Our concerns relate to your question (a). We note that it does not specify whether the incidents and allegations need relate to or originate from UEA students, or whether we should include reports from staff or individuals external to the University. We would therefore consider all scenarios in our searches, looking for reports from potential victims, those accused as well as incidents reported by others.

There is no requirement for anyone to report an incident or allegation to University services. However, looking at student records alone, there are two University departments which would potentially hold information relevant to this question: the University's Security Service and our Dean of Students' Office (DOS). Staff-related incidents may potentially be reported to Security Services and / or our Human Resources division.

Incidents and allegations may be reported to one or all of these departments and their systems do not correspond. Security Services and DOS do not categorise incidents in the specific way described in your request and records are held in both paper and electronic format.

To obtain the information you require for students alone we would need to locate and then manually review all potentially relevant records. While we are able to provide information recorded by our Security Services, we have established that providing additional information for student-related incidents held by DOS would exceed the 18 hour limit.

We are sorry that we are not able to provide a full response to your request and would welcome a revised request for information.

You have the right of appeal against this response. 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.

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

Yours sincerely

Ellen Paterson  
Information Policy and Compliance Manager  
University of East Anglia