

The Library
University of East Anglia
Norwich Research Park
Norwich NR4 7TJ
United Kingdom

Email: foi@uea.ac.uk
Tel: +44 (0) 1603 592 431
Fax: +44 (0) 1603 591 010
Web: <http://www.uea.ac.uk>

[REDACTED]

11 November 2014

Dear [REDACTED]

Freedom of Information Act 2000 – Information request (ref: FOI_14-228)

We have now considered your request of 06 November 2014 for information relating to international student recruitment agents. Our response is on page 3 of this letter, together with a copy of your request, and we hope this will meet your requirements.

However, it is not possible to provide all 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 information in response to your second question.

As noted in our response to your previous request, the University is not required to create new information in response to a request, or provide speculation, judgement or opinions that have not already been recorded by the University at the point at which a request is received.

We hold no recorded assessments of whether emails, or email addresses, were set up by the same person or recruitment agent. While relevant emails / email addresses may be held by the University, we believe an assessment of those addresses / emails to see whether they had originated from the same source would require a level of judgement that would constitute the creation of new information.

Such a review would also be subjective and as a result may not provide the information you are seeking – for example, ‘the same format’ could refer to any of the component parts of the email or email address: the subject heading, the domain name of the address, the structure of the email text and so on. Without knowing what to look for in the ‘format’ we may arrive at different conclusions on similarity or otherwise.

We are sorry that this may not be the response you are seeking, and recommend the UK Information Commissioner’s helpful guidance on submitting information requests¹, to confirm how future requests may be structured in such a way to allow us to respond in full. In particular, we would recommend being as specific as possible with date ranges or search words, to enable us to accurately gather any relevant documents held by the University.

¹ http://ico.org.uk/for_the_public/official_information

Please note that any material over which UEA has copyright is released on the understanding that you will comply with all relevant copyright rules regarding reproduction and/or transmission of the information provided.

You have the right of appeal against this decision. If you wish to appeal, please set out in writing your reasons for appealing and send to the above address.

You must appeal our decision 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, 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

Response to Freedom of Information Act 2000 request (FOI_14-228)

- Do you have a written policy stating the an email address independent of recruitment agent is required in the online application?

No.

- From your record, are those applicants, emails from the Kaplan owned agents in the same format as if they are set up by the same person or recruitment agent rather than by the applicants?

[Information not held - s.1(1)(a), Freedom of Information Act]