

[REDACTED]

03 December 2014

Dear [REDACTED]

Freedom of Information Act 2000 – Information request (Our ref: FOI_14-234)

We have now considered your request of 12 November 2014 for the following information:

“...record of information which indicates that the email address used in online application must be applicant's personal email only, independent of recruitment agents.”

However, it is not possible to provide 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 regards the policy regarding the submission of email addresses for either undergraduate or postgraduate applications.

In regards undergraduate applications, this process is handled by the Universities and Colleges Admissions Service (UCAS) and we would suggest that you direct this element of your request at them directly. We do not hold any information regarding their policy regarding what email addresses are to be submitted with an application.

In regards postgraduate applications, this process is handled by UEA itself. However, we can formally advise you that we do not hold the requested information. We have no policy that the email address used in online postgraduate applications must be the applicant's personal email address.

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 whose [contact details](#)¹ can be found on their website.

¹ https://ico.org.uk/Global/contact_us

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

Yours sincerely

David Palmer
Information Policy and Compliance Manager
University of East Anglia