



University of East Anglia

Information Services Directorate

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[REDACTED]

21 October 2015

Dear [REDACTED]

**Freedom of Information Act 2000 – Information request (ref: FOI\_15-199)**

Thank you for your request of 13 October 2015 for the following information:

1. *For each of the calendar years a) 2010, b) 2011, c) 2012, d) 2013, e) 2014 and f) 2015 up to 30th September, please state the total number of the following offences reported to the university:*
  - a. *Sexual assault of a university student?*
  - b. *Sexual harassment of a university student?*
  - c. *Rape of a student?*
  - d. *Stalking of a student?*
2. *Please provide a further breakdown of each total in question 1 as to whether the victim was male or female.*
3. *Please provide a further breakdown of each total in question 1 as to whether the incident occurred on university property (buildings, campus etc) or not.*
4. *Does the university have a policy of recording allegations of sexual assaults, of sexual harassment, of rape or of stalking carried out on university property?*

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.

For background, it may be helpful to know there are two University departments which would potentially hold information relevant to your request: the University's Security Service and our Dean of Students' Office (DOS). Incidents may be reported to one or both of these departments and their systems do not correspond. Neither department categorises incidents in the manner described in your request and records are held in both paper and electronic format. Some older paper records are held in on-site archive storage.

To obtain the information you require we would need to locate and then manually review all potentially relevant records. For records held by DOS alone, we estimate this process would exceed the 18 hour limit.

The records held by DOS consist of summary reports of appointments made by students, and students' files containing notes and correspondence relating to their interactions with the department. The appointment summaries are held electronically, the student files in paper format. The former can be readily searched as codes are used to categorise the reason(s) for a student contacting DOS.

There are two codes which would potentially be useful when attempting to locate relevant data, however neither matches your specifications (neither specifically mentions rape, stalking offences, nor sexual harassment), and both are only used when the victim themselves reports the offence. There may be cases where someone else reports an offence to DOS, but the victim does not, or when multiple people report an offence.

It follows therefore that any figures obtained from the DOS appointment data may be incomplete, but from reviewing the records we have estimated there are at least 130 unique student files which potentially contain data relevant to your request. These student files span the specified five years, and pre-2012 files are archived. There is also the possibility that some older files may have been destroyed in line with the department's records retention policy, however further investigation would be required to establish if any of the 130 files were affected.

We have estimated it would take one member of staff approximately 30 minutes to search the DOS appointment database, then 10-15 minutes to locate and review each paper student files to extract any relevant data. This equates to at least 22 hours' work for this one aspect of our response.

We are sorry that we are not able to provide a full response to your request and would welcome a revised request for information. We would, for example, be able to provide data for a more limited time range, or where the specified categories more readily mapped on to those used by the University. For information, the categories used are listed in our response to a previous FOI request here:

[https://portal.uea.ac.uk/documents/6207125/6884241/FOI\\_13-029.pdf/](https://portal.uea.ac.uk/documents/6207125/6884241/FOI_13-029.pdf/)

You may also find useful the University's response to a recent related FOI request: [https://portal.uea.ac.uk/documents/6207125/8146279/150930\\_Response+letter\\_FOI\\_15-171\\_Redacted.pdf/](https://portal.uea.ac.uk/documents/6207125/8146279/150930_Response+letter_FOI_15-171_Redacted.pdf/). Finally, we could also respond to your original question 4, were you to submit another request.

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

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University of East Anglia