

[REDACTED]

04 February 2015

Dear [REDACTED]

**Freedom of Information Act 2000 – Information request (ref: FOI\_15-005)**

We have now considered your request of 09 January 2015 for information about incidents of sexual harassment, sexual assault and rape for years 2012, 2013 and 2014 reported by students to the University. We regret that on this occasion it is not possible to respond in full.

As noted in our email to you of 26 January, there were aspects of your request which would have benefitted from some clarification, namely whether you were looking for reports made by any student (whether victim, perpetrator or not), and if you were interested in the number of incidents, or the number of reports.

We did not receive a response to our email, and so we considered whether the request was clear enough to provide a response without further clarification from you. While we felt this was the case, our email of the 26<sup>th</sup> also explained our concerns surrounding the length of time it would take to fulfil your request. We suggested ways your request could be refined in order to incorporate potentially relevant recorded information held by our Dean of Students' Office.

As we did not receive a response to these suggestions we confirm that the cost of finding and assembling some of the requested information – specifically the information held by our Dean of Students' Office – 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.

We have estimated that, in addition to the 1 hour already spent in extracting and reviewing the security incident reports, it would take a member of staff approximately 21.75 hours to review all potentially relevant student records held by the Dean of Students' Office for each of the three years, and to obtain the details you have requested. This estimate is based on allowing 15 minutes to review each of the 87 student files we feel could potentially hold relevant information.

We are sorry we cannot provide the information you originally requested, but to confirm the suggestions provided in our earlier email, we would be happy to handle any more refined request as a new request under the terms of the Act.

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