



University of East Anglia

Information Services Directorate

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]

18 December 2015

Dear [Redacted]

Freedom of Information Act 2000 – Information request (ref: FOI_15-254)

We have now considered your request of 26 November 2015 for information relating to staff absences due to stress, and staff retention. Our response is provided from page 3 of this letter, together with a copy of your request, and we hope this will meet your requirements.

On this occasion, it is not possible to provide all the requested information. The Act contains a number of exemptions that allow public authorities to withhold certain information from release. We have applied the following exemption to part of your request.

Exemption	Reason
Section 40(2), Personal information	Disclosure of information would contravene one of the data protection principles

Some of the requested staff categories and divisions employ very small numbers of staff and the risk of identification is consequently high. In other areas, the numbers are greater but the instances of staff absences due to stress is in itself revealing; for example, if none or all of the staff had taken time off due to stress.

Having reviewed the requested information, we believe that its disclosure in entirety would reveal where certain staff had, or had not, taken time off work due to stress. We believe such information represents sensitive personal data, as defined by part 1, sections 1(1) and 2 of the Data Protection Act 1998 (DPA).

When a request is made under FOIA for information that includes personal data we are required to consider whether disclosing those data would breach the data protection principles contained within the DPA.

We believe that disclosure of the requested information would breach the first data protection principle under the DPA; namely that information must be fairly and lawfully processed, and that the processing also meets one of the conditions set out in Schedule 2 of that Act (and in the case of sensitive personal data, a condition in Schedule 3).

There is clearly no expectation that the University will make publicly available information on individual staff attendance or absences, or the reason for those absences. We do not think there is a legitimate interest in disclosing this information

to the public, particularly as release could cause damage or distress to the individual(s) concerned. We have therefore concluded that disclosure of this information would not be fair.

We have indicated in our response below where information has been removed in accordance with s.40(2) of the Freedom of information Act. In addition, with regard to your third question, because numbers were very low we have provided data for each faculty (rather than School) and for central units in total, rather than by each division.

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, or by telephone on 0303 123 1113.

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.

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_15-254)

Stress

The number of staff who have taken time off due to stress by staff category (ATR/ATS/SLC/ALC etc) in both 2014 and 2015 so far

Staff category	2014	2015*
ALC - Administrative, Library & Computing	9	7
ATR - Academic, Teaching & Research	1	1
ATS - Academic, Teaching & Scholarship	4	3
DA - Dental Assistants	[Information exempted pursuant to s.40(2), FOIA]	
GG - General Grades	13	25
MT - Maintenance	3	[Information exempted pursuant to s.40(2), FOIA]
NU - Nursery	[Information exempted pursuant to s.40(2), FOIA]	
RA - Research	[Information exempted pursuant to s.40(2), FOIA]	1
SC - Secretarial & Clerical	21	12
SP - Sportspark	[Information exempted pursuant to s.40(2), FOIA]	
TC - Technicians	2	4

*all 2015 figures are to date of request

What percentage of all staff in those categories this is

Staff category	% staff 2014	% staff 2015
ALC - Administrative, Library & Computing	2.00%	1.50%
ATR - Academic, Teaching & Research	0.17%	0.16%
ATS - Academic, Teaching & Scholarship	1.04%	0.75%
DA - Dental Assistants	[Information exempted pursuant to s.40(2), FOIA]	
GG - General Grades	3.48%	6.11%
MT - Maintenance	6.82%	[Information exempted pursuant to s.40(2), FOIA]
NU - Nursery	[Information exempted pursuant to s.40(2), FOIA]	
RA - Research	[Information exempted pursuant to s.40(2), FOIA]	0.27%
SC - Secretarial & Clerical	3.00%	1.59%
SP - Sportspark	[Information exempted pursuant to s.40(2), FOIA]	
TC - Technicians	1.25%	2.34%

The number of staff who have taken time off due to stress by division (either school (AMA/HIS etc) or central division (ARM, LTS etc) in both 2014 and 2015 so far

Division	2014	2015
CEN - Central Units	44	44
FMH - Faculty of Medicine & Health Sciences	2	3
HUM - Faculty of Arts & Humanities	1	2
SCI - Faculty of Science	4	2
SSF - Faculty of Social Sciences	2	2
Grand Total	53	53

What percentage of total staff in those divisions this is

Division	% Stress 2014	% Stress 2015
CEN - Central Units	2.98%	2.82%
FMH - Faculty of Medicine & Health Sciences	0.51%	0.70%
HUM - Faculty of Arts & Humanities	0.31%	0.62%
SCI - Faculty of Science	0.66%	0.32%
SSF - Faculty of Social Sciences	0.56%	0.51%
Grand Total	1.68%	1.59%

Total number of days taken off due to stress by staff by staff category in 2014 and 2015 so far

Staff category	2014	2015
ALC - Administrative, Library & Computing	162	397
ATR - Academic, Teaching & Research	7	22
ATS - Academic, Teaching & Scholarship	69	189
DA - Dental Assistants	[Information exempted pursuant to s.40(2), FOIA]	
GG - General Grades	271	1207
MT - Maintenance	62	[Information exempted pursuant to s.40(2), FOIA]
NU - Nursery	[Information exempted pursuant to s.40(2), FOIA]	
RA - Research	[Information exempted pursuant to s.40(2), FOIA]	15
SC - Secretarial & Clerical	750	607
SP - Sportspark	[Information exempted pursuant to s.40(2), FOIA]	
TC - Technicians	53	94

Total number of days taken off due to stress by staff by division in 2014 and 2015 so far

Division	2014	2015
CEN - Central Units	1239	2210
FMH - Faculty of Medicine & Health Sciences	19	239
HUM - Faculty of Arts & Humanities	14	12
SCI - Faculty of Science	48	65
SSF - Faculty of Social Sciences	54	5
Grand Total	1374	2531

Staff retention

For these, please consider "time in post" as time from employment to date of leaving that job, whether moving internally or not.

Average time in post for staff by staff category for those over 30 and those under 30

Staff category	Under 30	30 or over	Grand Total
ALC - Administrative, Library & Computing	5.64	4.60	5.60
ATR - Academic, Teaching & Research	5.26	4.64	5.25
ATS - Academic, Teaching & Scholarship	5.46	5.15	5.45
DA - Dental Assistants	5.06	3.79	4.55
GG - General Grades	5.01	5.53	5.07
MT - Maintenance	4.27	2.17	4.22
NU - Nursery	6.98	5.96	6.62
RA - Research	6.15	3.72	5.68
SC - Secretarial & Clerical	5.44	4.73	5.28
SP - Sportspark	4.14	4.57	4.36
TC - Technicians	5.15	4.53	4.99
Grand Total	5.42	4.63	5.32

Average time in post for staff by staff division for those over 30 and those under 30

Division	Under 30	30 or over	Grand Total
CEN - Central Units	5.28	4.83	5.21
FMH - Faculty of Medicine & Health Sciences	5.90	4.42	5.78
HUM - Faculty of Arts & Humanities	4.75	4.51	4.73
SCI - Faculty of Science	5.91	4.25	5.68
SSF - Faculty of Social Sciences	5.26	4.48	5.20
Grand Total	5.42	4.63	5.32

Please note, the above data are based on the staff retention figures of our current staff. The figures are years expressed as decimals.