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[REDACTED]

27 March 2015

Dear [REDACTED]

**Freedom of Information Act 2000 – Information request (ref: FOI\_15-064)**

We have now considered your request of 25 March 2015 for information relating to the University's IT policies. Our response is on page 2 of this letter, together with a copy of your request, and in the accompanying PDF file 'FOI\_15-064 Appendix A'. We hope this information 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 the University does not hold an IT Hardware Entitlement Policy (or equivalent document), nor do we hold any reports or findings relating to software licence compliance investigations.

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 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

Ellen Paterson  
Information Policy and Compliance Manager  
University of East Anglia

## **Response to Freedom of Information Act 2000 request (FOI\_15-064)**

*Please provide copies of the following policies or their equivalents:*

- *IT Hardware Entitlement Policy (i.e. what type/level/grade of staff is entitled to what computing equipment)*

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

- *IT Purchasing/Procurement Policy*  
See accompanying PDF FOI\_15-064 Appendix A, pages 1 – 5.
- *IT Hardware Management Policy and/or IT Hardware Asset Management Policy*  
See accompanying PDF FOI\_15-064 Appendix A, pages 6 – 7.
- *Software Management Policy and/or Software Asset Management Policy*  
See accompanying PDF FOI\_15-064 Appendix A, pages 6 – 7, and extract from the University's Conditions of Computer Use on page 8.
- *Mobile Device Management Policy (including any specific policies relating to laptops, iPads, Android tablets and other portable computing devices, but not mobile phones)*  
See accompanying PDF FOI\_15-064 Appendix A, pages 9 – 10.
- *IT Equipment Disposal Policy*  
See accompanying PDF FOI\_15-064 Appendix A, pages 1 – 5.

*Also, please provide any reports or findings relating to software licence compliance investigations, exercises and/or audits carried out by the University or its appointed third parties.*

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

The University holds no reports relating to investigations of centrally-managed software.