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[REDACTED]

30 April 2015

Dear [REDACTED]

**Freedom of Information Act 2000 – Information request (ref: FOI\_15-079)**

We have now considered your request of 16 April 2015 for information relating to the University's communications staff and investigations into leaks of information to the press. Our response is on page 2 of this letter, together with a copy of your request, and we hope this will meet your requirements.

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\_15-079)

1. *How many staff does your university currently employ to carry out communications - i.e. public and media relations - work? Please provide a breakdown of job titles.*

There are eleven members of staff whose roles involve public and media relations work. Their job titles are as follows:

- Head of Corporate Communications
- Assistant Head of Communications
- Media Relations Manager X 2
- Communications Officer (Corporate Communications)
- Communications Assistant
- Marketing & Communications Officer (for the Sportspark<sup>1</sup> on the UEA campus)
- Communication and Centre Manager (for the Tyndall Centre<sup>2</sup> on campus)
- Marketing coordinator (for the Adapt low carbon group<sup>3</sup>). Please note this post ended on 16 April. A marketing and PR professional may be employed by Adapt on a consultancy basis to provide additional support when required.
- Marketing and Communications Officer (for the Sainsbury Centre for Visual Arts)<sup>4</sup>
- Marketing and Communications Assistant (also for the Sainsbury Centre for Visual Arts)

2. *How many investigations has your university conducted into suspected leaks of information to the press between 1 January 2010 and today's date (16 April 2015). Please break down the information into years and provide details of the suspected leak - when it occurred, how it was investigated, which media outlet did the information 'leaked' appear in, was the investigation successful and what was the outcome for the council [clarified on 21 April as 'university'] employees found to have leaked? Please state whether police were involved in the leak investigation.*

Zero. There have been no investigations into suspected leaks of information to the press within this time period.

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<sup>1</sup> <http://www.sportspark.co.uk/>

<sup>2</sup> <http://www.tyndall.ac.uk/>

<sup>3</sup> <http://www.adaptlowcarbongroup.co.uk/>

<sup>4</sup> <http://scva.ac.uk/>