

Dear Applicant,

Freedom of Information request reference K/20/073

Thank you for your Freedom of Information (FOI) request dated 31 January 2020, reference K/20/073. Please accept our sincere apologies for the delay in acknowledging your request. Although FOI requests can be submitted to any part of the University of Leeds, we are likely to be able to provide a response in the most efficient manner if requests are directed in the first instance to the FOI Officer at foi@leeds.ac.uk

Your request read:

“I am making the query below in an official "freedom of information" request for the alleged (email) complaint issued at me via [name supplied] in October 2018.”

Under section 40(5A) of the FOI Act, the University of Leeds neither confirms nor denies whether any information is held which falls within the scope of your request.

Section 40(5A) exempts from the duty to confirm or deny whether information is held where confirmation or denial would contravene the data protection rights of the individual making the request. It is important to note that FOI disclosures are made to the world at large. As such, to confirm or deny whether any relevant complaints have been made would reveal information about an individual (in this case, you) to the public at large which would ordinarily be considered confidential.

If you believe that the University of Leeds holds information which relates to you personally, you can request this under the Data Protection Act 2018. You can find information on how to do this on the [Data Protection](#) pages of the University's website. Disclosures made under the Data Protection Act is made to the data subject (or their advocate) directly and as such does not need to consider the implications of a public disclosure as is the case under the FOI Act.

We hope this information is helpful. If you have any questions about this email, however, please do not hesitate to contact us on foi@leeds.ac.uk

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you can request an Internal Review. Requests for Internal Review should be made in writing using the following contact information:

Post: Mr D Wardle
Deputy Secretary
The University of Leeds
Leeds
LS2 9JT

Email: foi@leeds.ac.uk

Requests for Internal Review should be submitted within 40 working days of receiving the University's response to your request. Further information about how the University manages Freedom of Information requests and about our complaints procedure is also available on our website (www.leeds.ac.uk).

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted the review/complaints procedure provided by the University. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Kind regards

Chloe Wilkins

Freedom of Information Officer

Secretariat

University of Leeds