

From: Freedom of Information
Sent: 03 September 2020 15:39
To:
Subject: Freedom of Information Response (Our Ref: K/20/260)

Dear

Freedom of Information Response (Our Ref: K/20/260)

Thank you for your Freedom of Information (FOI) request dated 5 August 2020, reference K/20/260.

You originally wrote to us on 8 July 2020. Your original request read:

“Please release the number of formal written complaints the University has received over the last five years pertaining to harassment and/or bullying under section 7d of the Dignity and Mutual Respect Policy set out at http://www.leeds.ac.uk/secretariat/documents/dignity_and_mutual_respect.pdf

Of those complains made, please reveal how many of these complaints have been upheld.

If the numbers are sufficiently large that it would not endanger individuals' identities, please also break down these figures by the organisational units of the University (departments/services) as appropriate.”

On 5 August 2020, we responded and advised that to comply with your request would exceed the 18-hour appropriate limit as set out at section 12(1) of the FOI Act. You therefore submitted a revised request (also on 5 August 2020), as follows:

“Thank you for your response. According to your suggestion, please accept this as a re-framed version of my previous request which you have advised may take less time to compile. Your suggestion is "o As we have far fewer members of staff than we do students, there are fewer staff-related complaints. This means less time would be required to interrogate the information. A request which is limited to staff only is therefore much more likely to fall within the appropriate limit.”

Please therefore release the number of formal staff complaints of bullying and harassment received in the last five years; of those please confirm how many have been upheld.”

The University of Leeds holds this information.

However, because the number of complaints is very small, we are withholding the breakdowns by year and department under section 40(2) of the FOI Act.

Section 40(2) sets out that information is exempt from disclosure if it is the personal data of someone other than the person making the request, and disclosure would; contravene the data protection principles; contravene an objection to processing; or

if the data is exempt from the right of subject access. We consider that the release of this information would be likely to lead to the identification of individuals, and would therefore reveal sensitive information regarding their place of residence, ethnicity, disability and financial status. This would be unfair and would therefore breach their data protection rights.

We can advise that between 2015 and 2020 there were a total of seven complaints made by staff under the [Dignity and Mutual Respect Policy](#). Of these, three were not upheld; three do not yet have final outcomes and in one case mediation was agreed.

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