

From: Freedom of Information
Sent: 11 August 2020 15:48
To:
Subject: RE: Freedom of Information Response (Our Ref: K/20/281)

Dear

Further to my email below I note that I mistakenly cited your reference number as K/20/241; this should read **K/20/281**. Please accept my apologies for the error

Kind regards

Chloe Wilkins
Freedom of Information Officer

Secretariat
University of Leeds

Chloe

From: Freedom of Information
Sent: 11 August 2020 15:45
To:
Subject: Freedom of Information Response (Our Ref: K/20/241)

Dear

Freedom of Information Response (Our Ref: K/20/241)

Thank you for your Freedom of Information (FOI) request dated 24 July 2020, reference K/20/241.

Your request read:

- “Would you be kind enough to confirm the following information:
- Name of most appropriate contact for enquires relating to Estates Management (Transport / Parking / Traffic Management).
 - Email address for said contact or department
 - Most appropriate contact telephone number”

The University of Leeds holds this information, which is available [on our website](#)

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