

**From:** Freedom of Information  
**Sent:** 17 December 2020 16:01  
**To:**  
**Subject:** Freedom of Information Response (Our Ref: K/20/494)

Dear

**Freedom of Information Response (Our Ref: K/20/494)**

Thank you for your Freedom of Information (FOI) request dated 25 November 2020, reference K/20/494.

Your request read:

- “• What, if any, software is used for managing and tracking FOI, Subject Access, DPA disclosure requests and complaints?
- If purchased software is used, what was the start date, duration and value of the contract?
- Is there an extension clause in the contract and, if so, the duration of the extension?
- Has a decision been made yet on whether the contract is are being either extended or renewed?
- Who is the senior person/s (outside of procurement) responsible for managing the FOI, Subject Access, DPA disclosure request process?”

The University of Leeds holds some information relevant to your request.

The University of Leeds does not use any specific software to manage or track either FOI or Data Protection casework or any associated complaints.

As such, we do not hold any recorded information in relation to parts one, two, three or four of your request.

The Data Protection Officer for the University of Leeds is Dr Alice Temple.

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](mailto: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](mailto: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](http://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