Dear

Thank you for your Freedom of Information (FOI) request dated 18 December 2019, reference J/19/526.

Your request read:

“1) please can you send me a copy of the current subject access request acknowledgment AND response letter that you use
2) a copy of the last 5 dpias completed
3) a copy of any internal mandatory information governance training that you give to staff which was written in the last 2 years including presentation slides and videos and any other media
4) a copy of any instructions given to staff members to reduce data security breaches, for example double checking work which was written in the last 5 years
5) a list of any policies implemented in the last 2 years within the organisation to help reduce the environmental impact that the organisation has?”

The University of Leeds holds some information relevant to your request. However, we consider that to respond to your request as it is currently framed would exceed the cost limit as set out in Section 12(1) of the FOI Act. Section 12(1) states that a public authority can refuse a request if complying with it would exceed the appropriate limit of £450. For the purposes of FOI, time spent on the permitted activities is calculated at the flat rate of £25 per person, per hour. The appropriate limit therefore represents the estimated cost of one person spending 18 hours to determine whether the information is held, and to locate, retrieve and extract the information.

We have outlined the reasons for invoking Section 12(1) below.

We consider that to respond to question four of your request would, in itself, exceed the appropriate limit as set out above. Due to the breadth of this part of your request, there is no central location within the University which would hold the information you have requested in a collated manner. We would therefore be required to liaise with all teams and departments across the organisation. There are 33 individual schools within the University, and 21 central administration teams. We consider that a wide range of information could fall within the scope of your request, and as such there is no single location, even within each department, in which we could focus our searches. For example ad-hoc email communications, team meeting meetings or reminder notices would fall within the scope of your request, in addition to formal training and presentations. Furthermore, there are no key phrases or record types which could be used to perform electronic searches. Each school and department would therefore need to complete a manual review of a large volume of information in order to locate any records which are relevant to your request.

Due to the nature and scope of your request, it has not been possible to provide an exact estimate of the time which would be required to comply with your request as it currently stands. However, in order to complete your request within the appropriate limit of 18 hours, each school and department would need to complete the necessary
searches within an average of 20 minutes, which is significantly less time than we consider would be required.

We are therefore satisfied that to respond to your request in its current form would exceed the appropriate limit.

However, in line with our section 16 duty to advise and assist applicants, we can advise that we consider it likely that we would be able to respond to questions one, two and five within the appropriate limit. You may therefore wish to submit a revised request which is limited to these elements.

You may also wish to note that some information, including some guidance for University staff, is available on the Data Protection pages of our website, which you may find helpful.

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.

Sincerely

Chloe Wilkins
Freedom of Information Officer
University of Leeds