Dear Applicant,

Thank you for your Freedom of Information (FOI) request dated 16 January 2020, reference K/20/034

Your request read:

“I would like to make a request for answers to the following questions under the Freedom of Information Act.

• Does your organisation use physical fax machines?
• If yes, how many fax machines does your organisation have?
• Does your organisation have an on-premise fax infrastructure (no physical fax machines, but a fax server hosted by your organisation)?
• How many faxes does your organisation receive each year?
• How many faxes does your organisation send each year?
• How much does faxing cost your organisation each year?

The University of Leeds holds some of this information. For your convenience we have responded to each of your questions in turn below.

1. Does your organisation use physical fax machines?
Yes.

2. If yes, how many fax machines does your organisation have?
We do not have a central record of fax machines.

3. Does your organisation have an on-premise fax infrastructure (no physical fax machines, but a fax server hosted by your organisation)?
We do not have a centrally managed fax service.

4. How many faxes does your organisation receive each year?
We do not collect this information.

5. How many faxes does your organisation send each year?
We do not collect this information

6. How much does faxing cost your organisation each year?
We do not collect this information.

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
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