Dear

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

Thank you for your Freedom of Information (FOI) request dated 29 June 2020, reference K/20/241.

Your request read:

“1. a copy of any documentation you hold describing how your University uses student social media posts within your misconduct or complaints procedure. This should include internal guidance/policy and any information provided to your students about the same.

2. a copy of any documentation you hold describing complaints to the University about posts on social media.

.. Sorry there is a typo in question 2.

2. a copy of any documentation you hold describing how you handle complaints to the University about posts on social media.

This should be any internal guidance or policy that specifically guides staff on how to internally handle informal or formal complaints about social media posts. I will only require this type of information where it specifically applies to social media, I do not need general complaints processing documents.”

The University of Leeds does not hold any recorded information relevant to your request.

We do not have any policies or documents which explicitly relate to student social media. However, we would review relevant social media if it was flagged to us as part of a complaint or other disciplinary matter. In such cases the relevant post(s) would be considered in line with the General University Disciplinary Regulations.

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
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