

Dear Applicant],

Freedom of Information request reference K/20/012

Thank you for your Freedom of Information (FOI) request dated 7 January 2020, reference K/20/012.

Your request read:

“This is a request for information under the Freedom of Information Act. It refers to the Chinese Students and Scholars Association (CSSA).

From 1st January 2019 to the current day, I would like the following information:

- The number of complaints received by the university that refer or relate to the CSSA.
- For each complaint that refers or relates to the CSSA, please indicate the date when it was received by the university.
- For each complaint that refers or relates to the CSSA, please indicate whether the complainant was a student or a member of staff. If the complaint was not made by a student or a member of staff, please indicate in a broad sense, who made the complaint e.g. member of the public etc.
- For each complaint that refers or relates to the CSSA, please provide a copy of the complaint (without identifying the complainant). If this is not possible, please provide a summary of the complaint.
- For each complaint that refers or relates to the CSSA, please indicate the outcome.”

The University of Leeds has reviewed information held by our HR and Student Cases teams and have not identified any complaints relevant to your request.

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