



The University of
Nottingham

Academic Services Division

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Mr Rizwaan Sabir
By hand

5th January 2010

Dear Mr Sabir,

Your request was received 27th November 2009 and has been dealt with under the terms of the Data Protection Act 1998 (DPA).

The DPA gives individuals a right to access any "personal information" an organisation holds about them unless an exemption applies. The DPA does not require a data controller to provide the data subject with details of how the request was processed and information gathered. The University of Nottingham will therefore not provide you with a "record of how...information has been compiled and collected" as you requested.

In response to specific items in your request:

- (a) "Copies all documentation relating to the risk assessment..." The risk assessment was undertaken verbally on an informal basis and no record of it exists aside from what may be drawn from documents released to you under section (d) of your request.
- (b) "Copies of all documentation....not to fine me for misuse of computer facilities." Any relevant information is included in the documents released to you under section (d) of your request.
- (c) "Copies of all correspondence by or between..." Any relevant information is included in the documents released to you under section (d) of your request. Some information has been withheld as it is subject to legal privilege and exempt from disclosure.

In the second section of your request you ask that "Rules and procedures that guided the decision to call the police" should be released. No such documents exist.

Please be aware that only documentation that comprises your personal data has been released and that in some cases documents have been redacted, either to protect third parties' data or because material within a document does not comprise your personal data. In many cases emails were sent to multiple recipients, in such cases we have attempted to only include one copy of the document. Furthermore in some cases there is no discrete file entry for individuals named in your request



because the small amount of material they held was also held by others and had thus already been included.

On 31st December 2009 you requested that the requested information should be released to you in both electronic and hard copy. Due to the volume of material involved and the late submission of your request we are only releasing the information to you in hard copy, as originally agreed.

Your request for copies of communications between various University and School committee members is currently being dealt with and will be provided to you on 12th January 2010 in line with the 40 day time period allowed by the Data Protection Act 1998.

If you are unhappy with the way in which your request has been handled and wish to request a review of our response or to make a complaint, please see the enclosed information sheet.

Yours sincerely,



Hannah Robinson
Academic Administration Manager
Academic Services Division

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