

Northampton
11 July 2008

Mr Lee Shailer
Information Services Directorate
Room 103, Whiteknights House
The University of Reading
PO Box 217, Reading RG6 6AH

By email imps@reading.ac.uk

Dear Mr Shailer,

**IMPS Request IMPS#00200 and #00207
Request for Information concerning
the IPCC, 2007 WGI Chapter 3 Assessment Process**

Thank you for your email of 08 July 2008. I am not happy with the response to my requests for information, but before making a formal complaint I would like you to clarify what is being said.

- (a) In your email of 2 June 2008 you said, *“I can confirm that we do hold some of the information you have asked for. The relevant information is attached as an archived file. Some of the information is exempt under FOIA Section 40(1) - Personal Information and FOIA Section 41 - Information Provided in Confidence, and as such I have redacted the attached information accordingly.”*

You provided some 10 electronic documents attached to your email. All have the same file date of 2 June 2008 although the documents are dated between 27 June 2006 and 29 November 2006. For instance you disclosed the email reminder, sent on 29 November 2006, for Professor Hoskins’ Review Editor’s report, but not the rather more interestingly phrased original request for it, sent by email on 13 November. One particular email, you have disclosed, was received 3 July 2006, the same day as the Manning document was emailed to all reviewers and, I presume, Review Editors, but you claim not to hold it. Is it your position that these 10 are the sum total of the relevant documents that you now hold with the exception of personal information about myself? Are there no other documents for which you are claiming exemptions?

- (b) In your email of 8 July 2008 you now say however, *“Professor Hoskins confirms that he did receive the Manning document as referred to above, however he no longer holds any correspondence that references the document or the material in it in any way.”*

Am I to understand from this that Professor Hoskins selectively deleted emails pertaining to his work as an IPCC Review Editor?

- (c) If the answer to (b) is affirmative, please can you tell me the date these deletions occurred?

- (d) I note that Reading University has a Records Management policy¹, but it does not appear to cover work with the IPCC. This I would have expected to be considered as one of the most important and prestigious tasks with retention times to match. The Records Management policy states in its final comments:

“Before adapting retention periods to your local situation, please see the advice given above, and, as with all record retention matters, ensure you follow the more general advice

¹ <http://www.rdg.ac.uk/nmsruntime/saveasdialog.asp?IID=24397&sID=99861>

re Record Retention and Disposal Schedules. And as always, do contact IMPS if you want to check specific instances.”

Was IMPS consulted by Professor Hoskins in respect of the retention of his IPCC correspondence?

- (e) I also note that you have comprehensive advice on your IT services², but that relating to “Microsoft Exchange ‘Deleted Items’ Folder” is password protected. However, I assume that, as a matter of prudence and good housekeeping, the University retains deleted emails for some considerable time. Can you tell me how long they are kept and if you have examined them to see if any relevant documents are to be found there?
- (f) In your email of 2 June 2008 you cited s.40(1) – Personal Information, as justification for redacting the names of some of the senders and recipients. In this I believe you are wrong and I would refer you to Decision Notice FS50069498³ of 8 June 2006 by the Information Commissioner and ask that you reconsider this issue.
- (g) I would indeed like to see all the information that you hold on me personally and trust you will accept this as a request under the Data Protection Act. I would be interested in any discussion or opinions expressed within your organisation of my person, reputation, character, history or behaviour, actual or perceived. I should make it clear that this request should also cover all or any other information you may hold. I hope that you will be able to comprehensively search all your records. The definition of "personal data" under the Act covers both facts and opinions about myself as an individual, as well as information regarding the intentions of your organisation towards myself as an individual. This request should therefore cover any internal or external memos, emails, faxes and any other correspondence or readily accessible data held on computer by your organisation, which could be classified as 'personal data' under the 1998 Data Protection Act. This covers both manual and electronic data.

Yours sincerely,

David Holland
d.holland@theiet.org

² <http://www.reading.ac.uk/internal/its/its-internal-home.asp>

³ http://www.ico.gov.uk/upload/documents/decisionnotices/2006/decision_notice_fs50069498.pdf