

**David Holland**

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**From:** <impsrequests@reading.ac.uk>  
**To:** <d.holland@tesco.net>  
**Sent:** 02 June 2008 15:16  
**Attach:** CNTCT#000239 - emailsandattachments-redacted.rar  
**Subject:** Freedom of Information Request - IMPS#00200

**IMPS Request IMPS#00200: Communications from Brian Hoskins**

When responding to this message, please use your e-mail system reply and do not alter the subject line, since we need to use the details to process your response. Thank you.

Note :

Dear David Holland

We have completed compilation of information in response to your request under the Freedom of Information Act 2000 (FOIA).

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.

I have spoken to Professor Hoskins and he has asked me to pass on the message that the signed pro forma, to which you refer in your letter of 5th May 2008, was returned on the 7th December 2006 following a reminder email of 29 November 2006 (which you can find in the archived file), but incorrectly dated by him. It should have been dated 2006, not 2007.

The FOIA requires that we include details of our complaints procedures, including your rights to apply to the Information Commissioner. The procedure is detailed in our FOIA policy on the web at

[http://www.reading.ac.uk/foi/FOI\\_policy\\_0412.pdf](http://www.reading.ac.uk/foi/FOI_policy_0412.pdf) :

'In the case of a complaint, in the first instance details should be reported in writing (by post or email) to IMPS, at the address below. If the matter cannot be resolved by IMPS staff, the complaint will be referred to the Secretary to the Council, who will refer the matter to a Complaints Panel, drawn from senior University officers and lay members.

If we are unable to resolve any complaint, you can complain to the Information Commissioner, the independent body who oversees the Freedom of Information Act 2000:

Information Commissioner  
Wycliffe House  
Water Lane

Wilmslow  
Cheshire  
SK9 5AF'

Yours sincerely

Lee Shailer

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IMPS  
Information Management & Policy Services  
Information Services Directorate  
The University of Reading  
Room 217 Whiteknights House  
PO Box 217, Reading RG6 6AH

Tel: 0118 378 8981

Email: [imps@reading.ac.uk](mailto:imps@reading.ac.uk)

EmailAttach1a : CNTCT#000239 - emailsandattachments-redacted.rar (see attachment  
<CNTCT#000239 - emailsandattachments-redacted.rar>)

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No virus found in this incoming message.

Checked by AVG.

Version: 8.0.100 / Virus Database: 269.24.4/1477 - Release Date: 6/1/2008 5:28 PM