

**David Holland**

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**From:** <impsrequests@reading.ac.uk>  
**To:** <d.holland@theiet.org>  
**Sent:** 20 August 2008 10:45  
**Subject:** FOI request - IMPS#00217

IMPS Request IMPS#00217: Professor Brian Hoskins material and related info

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.

Dear David Holland

Thank you for your patience in waiting for your request for information to be answered. I am pleased to say that have completed compilation of information in response to your request under the Freedom of Information Act 2000 (FOIA) and Environmental Information Regulations 2004 (EIR).

I can confirm that we do hold some of the information you have asked for. The relevant information is given below in response to your questions.

\*\*\*\*\*FOI/EIR RESPONSES\*\*\*\*\*

(a) 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?

I can confirm that the University holds no more documents relevant to your request of 5th May 2008 other than those that you have already been provided with or that I have already communicated to you in our correspondence.

(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?

There have been no deletions of any correspondence that references the Manning document or material in it in any way.

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

This information is not held by virtue of the answer to (b).

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

There is no record of IMPS being consulted by Professor Hoskins on this matter.

(e) I also note that you have comprehensive advice on your IT services, 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?

Messages in the Microsoft Exchange Deleted Items folder are automatically removed after 7 days and stored for further 7 days, during which time they can be recovered. These 'deleted messages' are then stored on back up tapes for 90 days, after which time they are overwritten. As there have been no deletions relevant to your request I have not checked these back up tapes.

(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 FS50069498 of 8 June 2006 by the Information Commissioner and ask that you reconsider this issue.

I have reconsidered this issue in the light of the above Decision Notice you cite and your recent correspondence and consider that this personal data should not be disclosed because of EIR Exception s.13 (2) – disclosure would breach the data protection principles.

(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.

As per my email of 8th July 2008 please see  
<http://www.reading.ac.uk/internal/imps/DataProtection/imps-d-p-accessing.asp>

for information on how to make a valid subject access request for personal data under the Data Protection Act.

\*\*\*\*\*FOI/EIR RESPONSES\*\*\*\*\*

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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This email has been scanned by the MessageLabs Email Security System.  
For more information please visit <http://www.messagelabs.com/email>

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No virus found in this incoming message.

Checked by AVG - <http://www.avg.com>

Version: 8.0.138 / Virus Database: 270.6.6/1623 - Release Date: 8/20/2008 8:12 AM