



Sam Dunning <info@ukctransparency.org>

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## Freedom of Information Request: [023-398]

1 message

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**MTRS FOIA** <mtrsfoia@manchester.ac.uk>

2 August 2023 at 15:23

To: "director@ukctransparency.org" <director@ukctransparency.org>

Dear Sam,

Thank you for your request for information received by The University of Manchester on 12 July 2023 which was as follows:

***I would like to send an FOI request about the Chinese Students and Scholars Association (CSSA) at the university, University of Manchester CSSA. The request is as follows:***

***1 Please provide all emails between email addresses belonging to university employees and the CSSA's email address, [secretary\\_cssa@hotmail.com](mailto:secretary_cssa@hotmail.com) or any other email address of a representative of the Chinese Students and Scholars Association. Please provide all emails from the past four years, from 2019 to the present.***

***2 Please provide all documentation regarding the CSSA submitted for the consideration of the university's governing body or its members or committees, e.g. reports, notes etc. If the body and its committee has never considered the matter of the CSSA, please say so.***

The University has now considered your request and unfortunately the information you are seeking cannot be provided at this time.

This is because in relation to your first question, you have requested data from any university employee. We currently have c12,000 members of staff, and we don't have any way of searching centrally, so we would need to make individual enquiries. Whilst most are unlikely to have anything, we would only know that once we've asked. We believe this task would take in excess of the 18 hour 'Appropriate Limit' (as defined in the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004). As a result, Section 12 (1) of the Freedom of Information Act 2000 (FOIA) applies and regrettably this task cannot be undertaken at this stage. This email serves to act as a refusal notice for this request, as per Section 17 (5) of the Act.

In relation to our obligations under Section 16 of the FOIA for help and advice, you can look at our structure on our website: <https://www.manchester.ac.uk/discover/structure/> and look for departments etc. you are interested in, which might help you narrow down the search. Or alternatively you could look at our SLT (<https://www.staffnet.manchester.ac.uk/president-and-vc/senior-leadership-team/>), or Board of Governors (<https://www.manchester.ac.uk/discover/governance/structure/board-governors/>) and see if you want to narrow your request to any of them (in line with q2).

Additionally I can advise that in respect of question 2, we do not hold any data.

We would also point out that this association is a Students Union Association. They are a separate legal entity to the University and we do not cover them for the purposes of FOI.

If you feel that The University of Manchester has refused access to information to which you are entitled, or has not dealt with your request appropriately under the FOIA, you have a right of appeal.

An appeal in the first instance should be directed to the Information Governance Office at [mtrsfoia@manchester.ac.uk](mailto:mtrsfoia@manchester.ac.uk). You should include:

- details of your initial request
- any other relevant information

You must make this appeal within 40 working days from receipt of your response. We will not accept appeals received after this date, as per the Freedom of Information Code of Practice, Section 5.3.

The University will deal with your appeal within a reasonable time, and will inform you of the projected time scale on receipt of your complaint. You are also welcome to contact the Information Governance Office with informal questions about the handling of your request.

After The University's internal appeals procedure has been exhausted, you have a further right of appeal to the Information Commissioner's Office. Details of this procedure can be found at [www.ico.org.uk](http://www.ico.org.uk).

Kind regards

Yours sincerely

[REDACTED] | Information Officer | Information Governance Office | Directorate of Compliance and Risk | Professional Services | G.004 | Christie Building | The University of Manchester | Oxford Road | Manchester | M13 9PL | 0161 200 8799 | [www.manchester.ac.uk](http://www.manchester.ac.uk). Please contact me on Teams or email as I may not be working in the office to take your call.

