

C: Refusal to provide information

[Name]

[Address]

[Date]

Dear *[Name]*

Thank you for your *[letter/email/fax]* of *[date]* requesting information about *[insert subject]*.

Unfortunately, although the University holds the information you requested, I cannot supply you with it. This is because the information is personal information about an individual. Disclosing the information would breach the data protection principles under data protection law. The Freedom of Information (Scotland) Act 2002 does not require us to provide this sort of information as it is exempt under section 38(1)(b).

If you are dissatisfied with this response, you may ask the University to conduct a review of this decision. To do this, please contact the University in writing (including by fax, letter or email) or in some other recorded form (e.g. audio or video tape), describe the original request, explain your grounds for dissatisfaction, and include an address for correspondence. You have 40 working days from receipt of this letter to submit a review request. When the review process has been completed, if you are still dissatisfied, you may ask the Scottish Information Commissioner to intervene.

Yours sincerely