



20 October 2022

Dear Ms Beauchamp

Official information request regarding communication between Rangitoto College and Crimson Education

I refer to your official information request dated 17 October 2022 for 'all documents and correspondence between the College and Crimson Education (<https://www.crimsoneducation.org/nz/>) between 2018 and 2022. This may include - but is not limited to - emails, briefing notes, reports, and recollections of phone calls.'

We have decided to grant your request. However, given the amount of resource required to process your request, we have decided to charge for making the requested information available.

We estimate that the maximum charge will be \$266. Any unused component of the maximum charge will be refunded to you. For details of how this charge has been calculated refer to the estimate of costs below:

Locations searched	Rangitoto College Servers
Date range	2018-2022
Estimated no. of documents at issue/to be searched through	Initial search has determined 133 emails, many containing multiple threads, each have to be individually restored to enable reading to check relevance against information request.
Chargeable activities required	Search and retrieval Collation Editing (excising or redacting information to be withheld) Reasonably required peer review to ensure that these tasks have been carried out correctly
Estimated minutes chargeable activities	To check/open each email (some of which have up to 13 emails per thread) and check for possible student and staff privacy breaches and subsequent redaction and collation will incur a time cost of approximately 3 hours plus 1 hour for our IT Manager to setup and use Microsoft E-discovery tool to enable search and server extraction.
Estimated total time to complete chargeable activities	4 hours
Estimated no. of pages to be photocopied	N/A – will be delivered as a scanned document once any necessary redaction has occurred.

	Quantity	Price	Totals
Labour	4 hours	\$38/half hour, with the first hour free	\$38 x 7 blocks of 30 minutes
Total cost			\$266

Before we proceed further with your request, please confirm your agreement to the charge by emailing norah.brennan@rangitoto.school.nz . Please pay the amount specified into the Rangitoto College account at ASB Bank Limited, Commercial Banking – North Harbour. The account number is 12-3059-0636066-00. Please use the Reference OIAOCT22. Please inform norah.brennan@rangitoto.school.nz by return email when this payment has been made and we will then endeavour to send you the information within 7 days of your payment.

You have the right to seek an investigation and review by the Ombudsman of this decision. Information about how to make a complaint is available at www.ombudsman.parliament.nz or freephone 0800 802 602.

If you wish to discuss this decision with us, please feel free to contact myself and I will hopefully be able to assist you should you wish to change or refine your request in order to reduce or remove the need to charge.

Yours sincerely



Patrick Gale
PRINCIPAL