



RHYDDID GWYBODAETH

FREEDOM OF INFORMATION

Rhyddid Gwybodaeth – y Drefn Adolygu

Os nad ydych yn fodlon ag ymateb Heddlu Gogledd Cymru i gais am wybodaeth dan Ddeddf Rhyddid Gwybodaeth 2000, gallwch anfon apêl ysgrifenedig at:

Tîm Rhyddid Gwybodaeth,
Adran yr Uwch Swyddog Gwybodaeth,
Pencadlys Heddlu Gogledd Cymru,
Glan-y-Don,
Bae Colwyn,
Conwy LL29 8AW

Neu trwy e-bost at: deddfrhyddidgwybodaeth@heddlu-gogledd-cymru.police.uk

Bydd adolygiad mewnol yn cael ei gynnal a byddwn yn anelu at roi ymateb o fewn tri mis. Fodd bynnag, os na allwn gwblhau'r adolygiad o fewn y cyfnod hwn, byddwn yn rhoi gwybod i chi.

Os cafodd cais am wybodaeth sylw drwy'r dulliau arferol (e.e. drwy'r adran recriwtio) ac y derbyniwyd cwyn wedi hynny, ni ymdrinnir â'r gŵyn honno dan brosesau Rhyddid Gwybodaeth. Dim ond os cafodd cais am wybodaeth ei brosesu fel cais Rhyddid Gwybodaeth swyddogol y defnyddir y broses gwyno hon.

Os penderfynwch ofyn am i adolygiad o'r fath gael ei gynnal, **ac os ydych yn parhau yn anfodlon wedi hynny**, yna mae gennych hawl i ofyn i'r Comisiynydd Gwybodaeth ystyried eich cwyn.

Manylion cysylltu â'r Comisiynydd Gwybodaeth yw

Swyddfa Comisiynydd Gwybodaeth	Ffôn
Wycliffe house	01625 545700
Water Lane	Ffacs
Wilmslow	01625 524510
Cheshire	E-bost
SK9 5AF	mail@ico.gsi.gov.uk

Freedom Of Information Review Procedure.

If you are unhappy with a response to a request for information from North Wales Police made under the Freedom Of Information Act 2000 then you can make an appeal in writing to:

Freedom Of Information,
Chief Information Officer's Department,
North Wales Police Headquarters,
Glan y Don,
Colwyn Bay,
Conwy LL29 8AW

or via email to, FreedomOfInformation@north-wales.police.uk

An internal review will be conducted and we will aim to respond within three months. However, if we are unable to complete the review by this date, we will advise you accordingly.

Where a request for information was dealt with by normal methods of business delivery (e.g. via the recruitment department) and a complaint is received, this will not be dealt with under the FOI complaints process. Only where the request has been processed as an official FOI request will this complaint process be utilised.

If you decide to ask for such a review to be undertaken and, **following this process, you are still dissatisfied**, you then have the right to direct your complaint to the Information Commissioner who will consider it.

Contact details for the Information Commissioner

Information Commissioner's Office	Telephone
Wycliffe House	01625 545700
Water Lane	Fax
Wilmslow	01625 524510
Cheshire	E-mail
SK9 5AF	mail@ico.gsi.gov.uk