

## Freedom of Information (Scotland) Act 2002 – Right of Review

If you are dissatisfied with the way Perth & Kinross Council has dealt with your request for information you have the right to request the Council to review its decision.

### Why might I want a review?

You may wish to request a review if:

- some or all of the information you requested is exempt and has not been released,
- Perth & Kinross Council has failed to respond to your request within the limit of 20 working days, or
- you received some information but feel there has been an error or not all the information you requested has been supplied.

### How do I ask for a review?

Your request for review must:

- be in writing (letter) or another form which is permanent (eg email, fax, audio/video recording),
- state your name and address for correspondence,

- specify:
  - the request for information to which the review relates (what it was you asked for in the first instance); and
  - the matter which gives you dissatisfaction (why you disagree with the decision).

Your request for review must be lodged no later than 40 working days after:

- receiving a response you disagree with, or
- the expiry of the time allowed for complying with the request (ie after the limit of 20 working days)

If you would like to make a request for review please contact the FOI Review Officer directly.

### The review process

The request for review is wholly separate from Perth & Kinross Council's other appeal and review procedures. No one connected with the initial decision will be involved in your request for review - this ensures a completely independent review process.

Perth & Kinross Council must comply with a valid request for review promptly - no later than 20 working days from receipt of your request for review. You may withdraw a request for review at any time by notice in writing to the Council.

Perth & Kinross Council will acknowledge your request for review and, if it is valid, give a date for the review outcome. Within the limit of 20 working days allowed for reviews you will receive notice in writing of the outcome of the review and a statement explaining the Council's reasons.

The review may:

- confirm the decision complained about, with or without modifications;
- substitute a decision with a different decision; or
- make a decision about your request where your complaint was that no decision had been reached.

### If you are not satisfied with the review

If you are dissatisfied with the review, you can apply to the Scottish Information Commissioner for a decision (contact details are on the back page).

Please note:

- you must follow the review process with Perth & Kinross Council before resorting to an appeal to the Scottish Information Commissioner;
- Perth & Kinross Council is under no obligation to comply with either a request for information or a request for review which are deemed vexatious;
- you have a maximum of six months after the date of receipt of the Council's response to appeal to the Commissioner.

## What to do next

If you are dissatisfied with the response to your information request or disagree with the decision made you should contact the FOI Review Officer within 40 days of receipt of any Freedom of Information decision you disagree with.

**FOI Review Officer**  
**Perth & Kinross Council**  
**2 High Street**  
**PERTH**  
**PH1 5PH**  
  
Email [foireview@pkc.gov.uk](mailto:foireview@pkc.gov.uk)

## If you require further information or guidance about Freedom of Information

Please contact the Freedom of Information Team:

**Freedom of Information Team**  
**Perth & Kinross Council**  
**2 High Street**  
**PERTH**  
**PH1 5PH**  
  
Tel 01738 477933  
Fax 01738 477939  
Email [foi@pkc.gov.uk](mailto:foi@pkc.gov.uk)

**Scottish Information Commissioner**  
**Kinburn Castle**  
**Doubledykes Road**  
**St Andrews**  
**FIFE**  
**KY16 9DS**

Tel 01334 464610  
Fax 01334 464611  
Email [enquiries@itspublicknowledge.info](mailto:enquiries@itspublicknowledge.info)

If you or someone you know would like a copy of this document in another language or format, (on occasion only a summary of the document will be provided in translation), this can be arranged by contacting FOI Team 01738 477933

ان احتجت آنت أو أي شخص تعرفه نسخة من هذه الوثيقة بلغة أخرى أو تصميم آخر فيمكن الحصول عليها (أو على نسخة معدلة للملخص هذه الوثيقة مترجمة بلغة أخرى) بالاتصال ب:  
الاسم: FOI Team  
رقم هاتف للاتصال المباشر: 01738 477933

اگر آپ کے کسی جاننے والے کو اس دستاویز کی نقل کسی دوسری زبان یا شکل میں درکار ہو، (کبھی کبھی یہ دستاویز کے ترجمے کا خلاصہ ہی پیش کیا جائے گا)، اس کا انتظام 01738 477933 پر FOI Team سے رابطہ کر کے کیا جا سکتا ہے۔

如果你或你的朋友希望得到這文件的其他語言版本或形式 (某些時候，這些文件只會是概要式的翻譯)，請聯絡

FOI Team 01738 477933

來替你安排。



**Council Text Phone Number**  
**01738 442573**

Designed by Chief Executive's Service (2004516 - Jan 07)



# Right Review<sup>of</sup>

**foi**  
freedom of  
information