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## Leaflets available from us:

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- 3 "How to access and use our Publication Scheme"
- 4 "Your guide to information we can withhold from disclosure"
- 5 "Your right to appeal and complain"

Please contact:

**Freedom of Information Manager**  
**Mount Gould Hospital**  
**Mount Gould Road**  
**Plymouth**  
**PL4 7QD**

tel: (01752) 435112  
e-mail: [ask@plymouth.nhs.uk](mailto:ask@plymouth.nhs.uk)

# Your right to appeal and complain

The Freedom of Information Office

**If you require this leaflet in large print or in another format, please call (01752) 435112.**

## Introduction

The Freedom of Information Act 2000 gives you and every member of the public the right to access information we hold as an organisation about ourselves.

Beyond our legal requirements under the Act we fully support a new culture of openness across the NHS. We are committed to being as open as we can, but occasionally may not release all the information you request.

We appreciate at times we may decide to withhold information that you believe should be disclosed under the Freedom of Information Act 2000. In these cases you have the right to appeal against our decision, and we will hold an internal review.

## Internal Appeal Process

You have the right to appeal to our decision to withhold information. Please write to or e-mail with full details:

**Stuart Edmunds, Freedom of Information Manager**  
**Plymouth Teaching Primary Care Trust**  
**Main Administration Block**  
**Mount Gould Hospital**  
**Mount Gould Road**  
**Plymouth, PL4 7QD**

tel: (01752) 435112

e-mail: [ask@plymouth.nhs.uk](mailto:ask@plymouth.nhs.uk)

Our decision to withhold information will be reviewed by a person independent of the original decision making process. They will decide whether we were correct in withholding the information.

We will respond with a full decision at the earliest opportunity.

## Information Commissioner

If you remain unhappy with our decision to withhold information following an internal appeal, you have the right to appeal to the Information Commissioner.

The Information Commissioner is responsible for ensuring all public authorities apply the Freedom of Information Act 2000 lawfully.

They have the power to investigate any decisions made by us, review the processes we follow, and they can make the decision to release the information you requested.

Please contact:

**Information Commissioner's Office**  
**Wycliffe House**  
**Water Lane**  
**Wilmslow**  
**Cheshire**  
**SK9 5AF**

tel: (01625) 545700, fax: (01625) 524510

## Where can I get further information about the Freedom of Information Act 2000?

The following website provide useful information about the Freedom of Information Act 2000:

Information Commissioner:  
[www.ico.gov.uk](http://www.ico.gov.uk)

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