



## **Gwent Police Appeal Procedure under the Freedom of Information Act 2000**

The Gwent Police Freedom of Information Appeals Procedure has been designed to give you an understanding of our process should you feel dissatisfied with our response to a request you have submitted under the Freedom of Information Act 2000.

### **Who can appeal?**

Anyone who has requested information from Gwent Police that has been dealt with under the Freedom of Information Act can appeal. If you have requested information and you are not satisfied with the way we have dealt with your request, you can use the appeal process to have it looked at again. You will have 60 days in which to lodge your appeal.

### **What can I appeal about?**

You can appeal about anything which you feel has not been carried out in a satisfactory manner. This can be for example, the amount of information supplied, or the way exemptions were applied. You can also appeal about the way a request was handled for example, the time it took to respond, or how much help you were given to identify the information you required.

### **How do I appeal?**

All appeals must be in writing and to deal with your appeal as quickly as possible, it will help if you can give the reason why you are appealing and give us as much information as you can about your original request. That will help us to find our records on the request as quickly as possible. You may wish to contact the FOI Officer prior to lodging an appeal in order to seek further explanation concerning your request and the reason for any decision taken.

### **What happens to my appeal?**

Once we have enough details to identify the request you are concerned about, we will begin a review. We will look at every part of the request

handling process as well as the decisions taken with regard to disclosure. The Chief Information Officer will be responsible for the review. We may need to get in touch with you during the review if clarification is required in some areas. The appeal will be conducted with due regard to the Code of Practice under Section 45 of the Freedom of Information Act.

Once we have completed our review, we will send you a copy of the report of the appeal findings. To take into account the more complicated cases we aim to complete appeals within a **maximum** of 2 months. However, in general we aim to complete appeals within 20 working days.

If the appeal outcome finds that information should have been provided we will supply it as soon as possible. If we believe after review that our original response was correct, we will let you know of this outcome.

### **How can I get more information on appeals?**

If you have any further questions about the appeal process, please contact our Freedom of Information Officer on 01495 745366, or email [xxx@xxxxx.xxx.xxxxxx.xx](mailto:xxx@xxxxx.xxx.xxxxxx.xx)

We also publish the outcome of previous appeals and our performance against our target for completing reviews. We monitor appeals to identify trends.

### **What if I'm not satisfied after the appeal?**

If you are not satisfied with the outcome of your appeal you can refer the matter to the Information Commissioner who may investigate on your behalf. It is the Information Commissioner who will decide whether to investigate or not. If he does, we will make all the information available to the Information Commissioner.

The Information Commissioner can be contacted via the following details:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Tel: 01625 545 700  
Fax: 01625 524 510  
Email: [mail@ico.gsi.gov.uk](mailto:mail@ico.gsi.gov.uk)