

## Freedom of Information (Scotland) Act 2002

### Review Notice

If you are unhappy with the way your request for information has been handled or the decision reached you have the right to ask Glasgow Caledonian University to review its actions and decisions. This must be made in writing (or another recordable form) and must specify

- your name
- an address for correspondence
- the request for information which you require to be reviewed
- why you are dissatisfied with the actions or decisions

This should be sent within **40 working days** from the date of this notice to

*Assistant Head (Information Compliance), Department of Governance, Glasgow Caledonian University, Cowcaddens Road, Glasgow G4 0BA, Tel: 0141 331 8392, Fax: 0141 331 8797, email: [foi@gcu.ac.uk](mailto:foi@gcu.ac.uk)*

If we are unable to resolve any complaint, you can complain to the Scottish Information Commissioner (SIC) who oversees the Act. An application to the Commissioner must be made within six months of receipt of the University's review outcome. The formal appeal mechanism is available on the Commissioner's website at:

[www.itspublicknowledge.info/Appeal](http://www.itspublicknowledge.info/Appeal)

The online appeal service is available 24/7 and offers real time help and advice about your appeal.

The SIC's contact details are

*The 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) webpage: [itspublicknowledge.info](http://itspublicknowledge.info)*

Thereafter an appeal can be made, on a point of law only, to the Court of Session and must be made within 42 days of receipt of the SIC's decision notice.