



**HEDDLU GOGLEDD CYMRU**  
Gogledd Cymru diogelach

**NORTH WALES POLICE**  
A safer North Wales

### **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:

Uned Rhyddid Gwybodaeth a'r Cynllun Cyhoeddi  
Pencadlys Heddlu Gogledd Cymru,  
Glan-y-Don,  
Bae Colwyn,  
Conwy LL29 8AW  
Neu trwy e-bost at: [deddfrhyddidgwybodaeth@heddlu-gogledd-cymru.police.uk](mailto:deddfrhyddidgwybodaeth@heddlu-gogledd-cymru.police.uk)

Bydd adolygiad mewnol yn cael ei gynnal a byddwn yn anelu at ymateb o fewn 20 diwrnod gwaith. 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  
Wycliffe house  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Ffôn: 01625 545700  
Ffacs: 01625 524510  
E-bost : [mail@ico.gsi.gov.uk](mailto: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 and Publication Scheme Unit  
North Wales Police Headquarters,  
Glan y Don,  
Colwyn Bay,  
Conwy LL29 8AW  
or via email to, [FreedomOfInformation@north-wales.police.uk](mailto:FreedomOfInformation@north-wales.police.uk)

An internal review will be conducted and we will aim to respond within 20 working days. 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  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Telephone: 01625 545700  
Fax: 01625 524510  
E-mail: [mail@ico.gsi.gov.uk](mailto:mail@ico.gsi.gov.uk)