



## ABERDEEN CITY COUNCIL

### **Freedom of Information (Scotland) Act 2002 – (FOISA) and the Environmental Information (Scotland) Regulations 2004 (EIRs)**

#### **YOUR RIGHTS TO REQUEST A REVIEW AND APPLY TO THE SCOTTISH INFORMATION COMMISSIONER**

##### **Requesting an Internal Review**

Aberdeen City Council (ACC) hopes that you are satisfied with the response to your information request. If you are not satisfied with the response to your request for information, or the way in which your request has been handled, you can request that ACC review our response. You should do this within 40 working days of the receipt of this information. To request a review, please write to or email us at:

Information Compliance Team  
Customer Feedback  
Customer Experience  
Aberdeen City Council  
3<sup>rd</sup> Floor North  
Business Hub 17  
Marischal College  
Broad Street  
ABERDEEN  
AB10 1AQ  
Email: [foienquiries@aberdeencity.gov.uk](mailto:foienquiries@aberdeencity.gov.uk)

##### **Your request for review must include:**

- your name and address (an email address is fine)
- the reference number for your original request for information
- your reason(s) for requesting a review

If required, a panel of senior officers who were not involved in the handling of your original request will review ACC's response. ACC will acknowledge receipt of your review request and you will be informed of the outcome within 20 working days from ACC's receipt of your request for a review.

##### **Appealing to the Scottish Information Commissioner for a decision**

If you are not satisfied with the outcome of your request for an internal review, you can apply directly to the Office of the Scottish Information Commissioner (OSIC) for a

decision. Generally, OSIC cannot make a decision unless you have been through the Council's review procedure. To make an application to OSIC, please write or email OSIC at:

The Office of the Scottish Information Commissioner  
Kinburn Castle  
Doubledykes Road  
St Andrews  
Fife  
KY16 9DS  
[www.itspublicknowledge.info](http://www.itspublicknowledge.info)

An application to OSIC must be made in writing within six months of receipt of ACC's Review Decision Notice. When applying to OSIC to make a decision you should give your name and address for correspondence. Please note that OSIC will not be able to investigate if you have not used your real name to make your information request.

**You must also specify:**

- Which request for information your requirement for review relates to
- The reason that you asked ACC to carry out a review of your request
- The reason why you are not satisfied with ACC's review outcome decision

The Commissioner will contact ACC and invite its comments on your application. Thereafter (if no settlement has meantime been reached), the Commissioner must reach a decision within 4 months of receiving your application, or within such other period as is reasonable. You will receive written notice of the outcome of the Commissioner's decision.

**Should you wish to appeal against the Scottish Information Commissioner's decision, there is an appeal to the Court of Session on a point of law only. Any such appeal must be made within 42 days after the date of the decision has been issued.**