



## **Requesting an internal review**

British Transport Police accept that sometimes an applicant may not agree with the decision made about their Freedom of Information request. If this is the case there is a procedure to allow the decision to be reviewed.

If you wish to ask for the decision to be reviewed you should make your request in writing to:

Information Governance Manager,  
British Transport Police Disclosure Unit,  
2<sup>nd</sup> Floor,  
3 Callaghan Square, Cardiff.  
CF10 5BT

Tel: 02920 525323

You should state the reason for your request, for example, why you feel you should have received more information.

Your request will be fully investigated and will be dealt with by a staff member who was not involved in the original decision. BTP will then write to you to advise the outcome of your request.

If you are dissatisfied with the results of the review you have the right to appeal to the Information Commissioner.

The Information Commissioner can be contacted at:

The Office of the Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF

More information is available from the Information Commissioner's website

<http://www.ico.org.uk>