



Inspector Dave Lockyear
Information Access Manager
Information Management Services

foi@cityoflondon.pnn.police.uk

Direct line **Direct fax**
020 7601 2279 020 7601 2088

Your ref: **Our ref:**

YOUR RIGHTS IN RESPECT OF THE FREEDOM OF INFORMATION ACT

Internal Review

We endeavour to answer enquires as fully as possible within the confines of the Act, but if you are unhappy with the manner in which your request has been dealt with or you think a decision to withhold information is incorrect you have the right to ask us to review your case. In the first instance we suggest you contact the case officer dealing with your request by telephone in order to resolve any concerns. However, if this is not possible, a formal review can be initiated by contacting us in writing via the above e-mail or postal address. The review will be conducted by a senior officer who was not party to the original decision making process and we aim to complete the review within 20 working days.

The Information Commissioner

If you are unhappy with the decision of the Review Officer, you may lodge a complaint with the Information Commissioner who will make a decision on whether the request for information has been dealt with in accordance with the requirements of the Freedom of Information Act.

For information on how to make application to the Information Commissioner please visit their website at www.informationcommissioner.gov.uk Alternatively, phone or write to:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Phone: 01625 545 700

Wood Street Police Station

PO Box 36427, 37 Wood Street, London EC2M 2NP
Tel 020 7601 2279 **Textphone** 020 7601 2906
www.cityoflondon.police.uk