



ENGLISH HERITAGE

## INTERNAL REVIEW PROCEDURE

If you feel that either the Freedom of Information Act (2000) or the Environmental Information Regulations (2004) have been applied incorrectly you may request an internal review. If you wish to do this you should write to: Mr Michael Guy, Head of Legal services, English Heritage, 3 Chepstow Street, Manchester, M1 5FW or Email: [Michael.Guy@HistoricEngland.org.uk](mailto:Michael.Guy@HistoricEngland.org.uk) within 2 months of receiving a Freedom of Information response, and within 40 working days of receiving an Environmental Information Regulations response.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, CHESHIRE, SK9 5AF