



## **SOUTH WALES POLICE**

### **Freedom of Information Request Appeals Procedure**

If, upon receiving a response to a written request for information, you are unhappy with the outcome, you are entitled to appeal against the decision reached. An appeal must be made to the Freedom of Information Team at South Wales Police within 20 working days following the receipt of your response.

Appeals can be made in writing to:

**Freedom of Information Appeals Officer**  
**South Wales Police Information Management Unit**  
**Corporate Information Management Unit**  
**South Wales Police Headquarters**  
**Cowbridge Road**  
**Bridgend**  
**CF31 3SU**

In order to progress your appeal as quickly as possible, please quote your request reference number and the date of your original request, as well as details of why you are making the appeal. Please include full contact details including a phone number where possible, in case we need to contact you during the appeal process.

Receipt of your appeal will be acknowledged in writing, including confirmation of the issue/s raised and the point of contact dealing with your appeal.

Following the review, you will be provided with a report containing the findings of the review and any subsequent actions taken by South Wales Police.

If you have any further questions regarding this process, please contact our Freedom of Information Officer on 01656 303444 or e-mail [xxx@xxx](mailto:xxx@xxx).

If after the appeals procedure has concluded, you are still dissatisfied you have the right to direct your comments to the Information Commissioner ([www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)) who will give it due consideration.