



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.

All appeals must 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. We will also provide you with a target date for our response, which will be no longer than 3 months.

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 869437 or e-mail foi@swpolice.uk.

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) who will give it due consideration.