

INVERCLYDE COUNCIL

FREEDOM OF INFORMATION (SCOTLAND) ACT 2002

REVIEW PROCEDURE

Any applicant who is dissatisfied with the way that Inverclyde Council has responded to a request for information is entitled to require the Council to review its decision. A request for review must be in writing, or in another permanent format, and should be made no later than 40 working days following the expiry of the period for responding to the initial request. The review will be carried out by the Head of Legal and Democratic Services.

Your request for a review should be sent to:

**Vicky Pollock
Legal and Democratic Services
Inverclyde Council
Municipal Buildings
Greenock
PA15 1LX**

Email address: vicky.polloc@ncl.uk

The Council will comply promptly with the request for review, and certainly within 20 working days of receipt. If the applicant is still dissatisfied following the review, an appeal may be lodged with the Scottish Information Commissioner at the following address:

The Scottish Information Commissioner
Kinburn Castle
Doubledykes Road
St Andrews
Fife
KY16 9DS