

### 1. Internal review

If you seek to challenge either the outcome or the process of the handling of the initial response to your request, please make your request for an internal review, **within 40 working days** with your Freedom of Information request reference to either:

- **Email** – [oxford@infreemation.co.uk](mailto:oxford@infreemation.co.uk)
- **Post** – Freedom of Information Team  
Information Governance  
Level 3, Academic Block  
John Radcliffe Hospital  
Oxford  
OX3 9DU

There is 20 working day limit for us to respond to a request to internal review.

In the event that clarification of an internal review request is required from you, the normal 20 working day time period will not begin until it is received.

In the event that an internal review is complex because it requires consultation with third parties or the relevant information is of a high volume, we may need longer than 20 working days to consider the issues and respond.

### 2. Right to apply to the Information Commissioner for further review

If you remain dissatisfied, after receiving the Trust's response to the internal review, you have a right to apply to the Information Commissioner for a review at:

The Information Commissioner's Office  
Wycliffe House, Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

**Telephone:** 0303 123 1113 **Website:** [www.ico.gov.uk](http://www.ico.gov.uk)/**E-mail:** [casework@ico.org.uk](mailto:casework@ico.org.uk)

Yours sincerely,

**Oxford University Hospitals**  
 **NHS Foundation Trust**  
John Radcliffe Hospital  
Headley Way  
Headington  
Oxford OX3 9DU

Freedom of Information Team  
✉ Email: [oxford@infreemation.co.uk](mailto:oxford@infreemation.co.uk)