



**Legal Services Directorate**

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

If, upon receipt of a response to a request for information, you as the applicant are unhappy with the outcome, you are entitled to appeal against the decision reached within 40 working days and request an internal review in the following way:

In the first instance, you should write to the Head of Legal Services using the details given above. You will need to include the reference number and date of your request, plus details of why you are appealing.

Receipt of your appeal will be acknowledged. An internal review will then be conducted and you will be subsequently informed of the outcome, which could be one of three possibilities:

1. All the information will be provided.
2. Some additional information will be provided.
3. The original decision will be upheld and no additional disclosure made.

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.