



South Yorkshire  
**POLICE**  
JUSTICE *with* COURAGE

### **Appeal Process for Freedom of Information**

Using this process will not affect your right to appeal directly to the Information Commissioner. However, it will usually be quicker if matters can be resolved locally using this process.

#### ***Who can appeal?***

Anyone who has requested information from the Force in writing can appeal. If you have requested information and you are not satisfied with the way we have dealt with your request, you can use the appeal process to have it looked at again. If someone who requested information would like to appeal but cannot do so themselves you can appeal on their behalf, but it will help us if you make it clear that you are doing so.

#### ***What can I appeal about?***

You can appeal about the range, amount and format of information we have sent following a request. You can also appeal about the way a request was handled – for example, the time it took to respond, or the way letters were worded.

#### ***How do I appeal?***

You can appeal by writing, emailing or faxing your appeal/complaint to the address below. To deal with your appeal as quickly as possible, it will help if you can give us as much information as you can about the request made, such as the reference number, and the reason for your appeal/complaint.

#### ***What happens to my appeal?***

Once we have enough details to identify the request you are concerned about, your appeal/complaint will be dealt with by the FOI Appeal Panel.

#### ***FOI Appeal Panel***

The FOI Appeal Panel will consist of the Chief Superintendent - Head of Professional Standards, The Force Solicitor and another Chief Superintendent. Their role is to establish the following

1. Whether correct procedures were carried out to deal with your request
2. What information should be released

#### ***How long does it take?***

Whatever their conclusion, you will be informed of the result as soon as possible, and in any case within 3 months of submitting your appeal.

If you are still not satisfied, you may then appeal to the Information Commissioner.

#### ***Appeal Address***

**Information Compliance Unit  
South Yorkshire Police  
Professional Standards Department  
Unit 20 Sheffield 35A Business Park  
Churchill Way  
Sheffield  
S35 2PY**

Email [foi@southyorks.pnn.police.uk](mailto:foi@southyorks.pnn.police.uk)

Fax 0114 292 1884