

**WEST MIDLANDS POLICE**

**FREEDOM OF INFORMATION ACT 2000**

**REVIEW & APPEALS PROCEDURE**

Any person, who has requested information from West Midlands Police and is unhappy with the way their request for information has been handled, can request a review of their case.

A request for review must be made in writing by letter, fax or email to the Head of Corporate Services. You should include the reference number of your request if you have it, and outline why you are appealing.

Head of Corporate Services  
Police Headquarters  
Lloyd House  
Birmingham  
B4 6NQ

Email: [contactus@west-midlands.police.uk](mailto:contactus@west-midlands.police.uk)

Fax: 0121 626 5695

The Freedom of Information Manager will record all appeals. Receipt of an internal appeal will be acknowledged and the appellant informed of an estimated date for determining the appeal. West Midlands Police will attempt to respond to internal appeals as soon as practicable and in any case within three months. All investigations will be undertaken by the Freedom of Information Manager and presented to the West Midlands Police Internal Appeal Board.

The result of any internal appeal will be communicated to the appellant outlining the decisions taken.

If you remain dissatisfied with the handling of your request or complaint, you have a right to appeal to the Information Commissioner at:

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

Telephone: 08456 30 60 60 or 01625 54 57 45

Website: [www.ico.gov.uk](http://www.ico.gov.uk)

There is no charge for making an appeal.

**[www.west-midlands.police.uk](http://www.west-midlands.police.uk)**

\*Calls may be monitored and/or recorded for security, quality control or training purposes.