

**FREEDOM OF INFORMATION (SCOTLAND) ACT 2002 (FOISA)
AND THE ENVIRONMENTAL INFORMATION (SCOTLAND) REGULATIONS 2004 (EIRs)**

**YOUR RIGHT TO REQUEST A REVIEW AND APPLY TO THE
SCOTTISH INFORMATION COMMISSIONER**

This leaflet is designed to be issued with any notice the Council may send in relation to a request for information made under the Freedom of Information (Scotland) Act 2002 or the Environmental Information (Scotland) Regulations 2004 (EIRs). It sets out your rights of recourse should you be dissatisfied with the way the Council has dealt with your request (including inaction) or the extent of the information you have or have not received.

Requesting an Internal Review

If you are dissatisfied with the way in which the Council has dealt with your request for information you may ask the Council to review its action and/or decisions. A request for review must be in writing (or in some other recordable form) and should be sent to:

Vicky Pollock
Legal Services Manager
Legal & Property Services
Inverclyde Council
Municipal Buildings
Greenock
PA15 1LX
Email: vicky.pollock@inverclyde.gov.uk

Your requirement for a review must:

- (i) be made within 40 working days of receipt of the notice;
- (ii) specify your full name and address for correspondence;
- (iii) specify the request for information to which the review relates; and
- (iv) specify the reason for your dissatisfaction.

Your case will be reviewed within 20 working days.

You may also request a review if you have not received a response to your original request within the normal 20 working days of receipt of that request by the Council (40 days if extended by the Council under the EIRs). Your complaint in that case must be made within 40 working days of the last date you should have received the response.

Application to the Commissioner

Should you be dissatisfied with the review decision or not receive the review decision within the 20 working days you may apply to the Scottish Information Commissioner for a decision. You should apply to the Commissioner in writing (or in some other recordable form) at:

The Scottish Information Commissioner
Kinburn Castle
Doubledykes Road
St Andrews
Fife
KY16 9DS
www.itspublicknowledge.info/appeal
Tel: 01334 464610
Fax: 01334 464611

Your application must:

- (i) be made within six months of the review decision or the expiry of the 20 working days within which a review decision should have been made;
- (ii) specify your name and address for correspondence;
- (iii) specify the request for information to which the review relates; and
- (iv) specify the reason for your dissatisfaction.