



AVON & SOMERSET POLICE & CRIME COMMISSIONER  
Valley Road, Portishead, Bristol BS20 8JJ

**Email: [pcc@avonandsomerset.pnn.police.uk](mailto:pcc@avonandsomerset.pnn.police.uk)**

## **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 in the following way:

In the first instance, you should write to the Police & Crime Commissioner at the address 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 including confirmation of the issue/s raised, a target date for response (*within 20 working days from the date of request for review*) and the point of contact dealing with the appeal (*who will be independent from the original decision maker*).

A review of the appeal 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.

In a small number of cases which involve exceptional circumstances the appeals process may take longer. You will be advised why more time is needed. No case will exceed 40 working days.

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.