

Requesting an Internal Review

Rotherham Metropolitan Borough Council accepts that sometimes an applicant may not agree with the decision made about their information request. If this is the case there is a procedure to allow the decision to be reviewed.

If you wish to ask for the decision to be reviewed you should make your request in writing to:-

Data Protection Officer
Information Management Team
Customer, Information & Digital Services
Riverside House
Main Street
Rotherham S60 1AE

or via email to: DPO@rotherham.gov.uk

In any request for an Internal Review, please ensure that you:

- state the reason for your request (for example, why you feel you should have received more information).
- make your request within 40 days of receiving your response from the Council, which is in-line with the Information Commissioner's Office guidance.
- state the reference number assigned to your request (this will be on the response originally issued to you)

Your request will be fully investigated and will be led by a staff member who was not involved in the original decision. The Council will then advise you of the outcome of your request.

If you are remain dissatisfied with the results of the Internal Review you have the right to appeal to the Information Commissioner's Office [ICO]. The ICO can be contacted at:

The Office of the Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

Telephone 01625 545700 , or, email xxxxxxxx@xxx.xxx.xx

More information is available from the ICO's website: www.ico.org.uk