

**Delayed Office Opening for
Employee Training**

*This Office will be closed from 8.45 am
– 11.00 am on the 1st Thursday of each
month.*

M Phillips

LEGAL SERVICES

Head of Service **Ian Innes**
2 High Street, PERTH PH1 5PH
LP-16 PERTH
Tel (01738) 476200 Fax (01738) 476210

Contact Paul Dick

Our ref ATI 2014 / 02 / 03 / 001

Your ref N/A

Date 26 February 2014

Dear M Phillips

**Requirement for Review under Section 20 of the Freedom of Information
(Scotland) Act 2002 – Ref ATI / 2014 / 02 / 03 / 001**

I acknowledge receipt of your email dated 25 February 2014, which requested a review of the response to your recent freedom of information (FOI) request.

At this time I cannot accept your request for review. Under Section 20(3)(c)(i) of the Act a request for review must “*specify the matter which gives rise to the applicant’s dissatisfaction*”.

Asking for “*an internal review*” is unfortunately insufficient information to form a valid request for review and you must detail the reasons why you believe a review is required.

I also understand that the email sent to you on 24 February 2014 was missing some attachments and that an additional email has been sent today to correct that error.

I apologise that the original email to you was incomplete and I hope that the additional information will fulfil your request for information. However if you are still dissatisfied your right to request a review is unchanged.

Yours sincerely

Paul Dick
Information Security Officer