

Right of Appeal

Internal Review

If you make a request under the Freedom of Information Law and are not satisfied with our response, you are entitled to an **Internal Review**.

Under section 33 of the Freedom of Information Law (2007), you may ask for an **Internal Review** if any of the following things happened:

- a. You were refused access to the records you requested;
- b. You were granted only partial access to the record(s) specified in your request;
- c. Your request was deferred;
- d. There was a refusal to amend or annotate an official document containing personal information; **or**
- e. A fee was charged for action taken or you disagree with the amount of the fee charged;

and the decision was taken by a person other than the responsible Minister, Chief Officer or Principal Officer of the public authority.

If you believe you are entitled to an internal review, please put your appeal in writing and either e-mail or post it to the Information Manager. Include your name, address, telephone number and the reference number at the top of our letter or e-mail to you and explain why you would like us to review our original response.

You have 30 calendar days from the date of receipt of refusal to request an internal review.

Appeal to the Information Commissioner

If you are dissatisfied with the internal review of our decision, or an internal review was not available, you can seek an appeal from the Information Commissioner.