



FREEDOM OF INFORMATION INTERNAL REVIEW PROCESS

- Requests for internal review will be accepted if made within 40 working days from the date of the initial response to a request.
- Requests for internal review will be acknowledged, and the applicant will be informed of the target date for responding. This will normally be within 20 working days of receipt.
- If an internal review is complex, requires consultation with third parties, or the relevant information is of a high volume, more than 20 working days may be required to consider the issues and respond. In these instances, the applicant will be informed, and a reasonable target date provided. Typically this should be no longer than an additional 20 working days, unless there is a legitimate reason why a longer extension is needed.
- Where clarification from the applicant is required, the 20 working day time period will not begin until it has been received.
- Internal reviews will be undertaken by a member of the Senior Management Team who has not previously been involved in the request.
- The applicant will be informed of the outcome of the internal review. If it is decided that previously withheld information is to be disclosed, the information will normally be provided at the same time as the applicant is informed of the outcome of the review. If this is not possible, the applicant will be informed how soon the information will be provided.