

# WILTSHIRE POLICE FORCE PROCEDURE



## Freedom of Information Review

Effective from: 17<sup>th</sup> July 2012  
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## PROCEDURE

### PROCEDURE OVERVIEW

The Code of Practice made under Section 45 of the Freedom of Information Act 2000 states that each public authority should have a procedure in place for dealing with complaints in relation to its handling of requests for information. Such complaints are usually called 'reviews'.

### GLOSSARY OF TERMS

Term	Meaning
ACPO	Association of Chief Police Officers
FoI	Freedom of Information Act 2000

### RELATED POLICIES, PROCEDURES and OTHER DOCUMENTS

[Freedom of Information Policy](#)

[ACPO Freedom of Information Manual of Guidance](#)

[Data Protection Policy](#)

### AUTHORISED PROFESSIONAL PRACTICE AREAS ASSOCIATED WITH THIS PROCEDURE

There are currently no directly related areas of APP linked to this Policy.

### DATA PROTECTION

Any information relating to an identified or identifiable living individual recorded as a consequence of this procedure will be processed in accordance with the Data Protection Act 2018, General Data Protection Regulations and the [Force Data Protection Policy](#).

### FREEDOM OF INFORMATION ACT 2000

This Procedure is suitable for disclosure in its entirety under the provisions of the Freedom of Information Act.

### MONITORING and REVIEW

The effectiveness of the procedure will be measured by the number of internal reviews that are subsequently escalated to the Information Commissioners Office. This Procedure will be reviewed every three years or following amendments to the legislation or Code of Practice made under Section 54 of the Freedom of Information Act 2000.

### WHO TO CONTACT ABOUT THIS PROCEDURE

The Force Authorising Officer and the Force Disclosure Unit are responsible for this policy.

All queries relating to this policy should be directed to: Chris Harwood (Force Disclosure Decision Maker); [christopher.harwood@wiltshire.pnn.police.uk](mailto:christopher.harwood@wiltshire.pnn.police.uk), Ext. 720 3664

## TRAINING

Those members of the Force Disclosure Unit who conduct FoI reviews will be trained to the appropriate standards through attendance of the ACPO FoI Decision Makers training.

### 1. Who Can Ask for a Review

Any person who has requested information from Wiltshire Police, which has been dealt with under the Freedom of Information Act, is entitled to complain and request an internal review, if they are dissatisfied with the response they received.

### 2. How to Request a Review

Requests for review of a Freedom of Information request must be made in writing to the:

Force Disclosure Unit  
Wiltshire Police Headquarters,  
London Road, Devizes,  
Wiltshire,  
SN10 2DN

Email at [disclosure@wiltshire.pnn.police.uk](mailto:disclosure@wiltshire.pnn.police.uk).

The reference number, date of the request and details of why the review is being requested must be included. Requests for review should be brought to the attention of the Force Disclosure Unit within 20 working days of the Force's response to the original FoI request.

### 3. Review Procedure

Receipt of a request for review will be acknowledged in writing to include confirmation of the reasons for the review. The review will be conducted by another Decision Maker, who is independent from the original Decision Maker. The Force Disclosure Unit will set a target date for a response. The response will be made as soon as is practicable with the intention to complete the review within twenty working days. In more complex cases the review may take up to 40 working days.

The Independent Decision Maker will conduct a review of the handling of the request for information and of decisions taken, including decisions taken about where the public interest lies in respect of exempt information where applicable. The review enables a re-evaluation of the case, taking into account the matters raised by the complaint.

#### 4. Conclusion of the Appeal

On completion of the review the Independent Decision Maker will reply to the complainant with the result of the review. If the complainant is still dissatisfied following the review they should contact the Information Commissioner to make an appeal. The Information Commissioner can be contacted via the following details:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 01625 545 700

Fax: 01625 524 510

Email: [mail@ico.gsi.gov.uk](mailto:mail@ico.gsi.gov.uk)