

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:-

Head of Information Management
Information Governance Unit
Customer, Information & Digital Services
Riverside House
Main Street
Rotherham S60 1AE

or via email to: accesstoinformation@rotherham.gov.uk - mark your email
For the attention of the Head of Information Management.

You should state the reason for your request, for example, why you feel you should have received more information.

Your request will be fully investigated and will be dealt with by a staff member who was not involved in the original decision. Rotherham Metropolitan Borough Council will then write to you to advise the outcome of your request.

If you are dissatisfied with the results of the review you have the right to appeal to the Information Commissioner.

The Information Commissioner can be contacted at:

The Office of the Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF
Telephone 01625 545700

or via email to: casework@ico.org.uk

More information is available from the Information Commissioner's website:

www.ico.org.uk