



Police Federation of England and Wales Requests for Information Review Procedure

Scope of Procedure

The Environmental Information Regulations 2004 (EIR) is the only legislation that requires the Police Federation of England and Wales (PFEW) to have a review procedure; however this procedure will also be adopted for use in relation to complaints made to the PFEW regarding request for information made under the Freedom of Information Act 2000 (FOIA).

Any applicant for information may make representations to the PFEW if it appears to them that it has failed to comply with any of its duties to:

- make environmental information available in accordance with the EIR, or
- to provide a right of access to information held by the PFEW in accordance FOIA.

Timescale

Representations must be made in writing within 40 working days of the date on which it appears to the applicant that the PFEW is in breach of its duty.

Procedure on receipt of a request for review

When such representations have been received, the Freedom of Information Officer will log the complaint and send an acknowledgement letter to the applicant.

The complaint will not be handled by anyone who dealt with the original decision, although it may be necessary to consult the original request handler. It will be referred to someone with the appropriate level of seniority and expertise.

The reviewers will consider the representations and any supporting evidence produced by the applicant and decide if the PFEW has complied with its duties. The applicant will be notified of the decision in writing within 20 working days from the day after receipt of the representations.

If it is decided that the PFEW has not complied with its duties the breach shall be remedied immediately and the Freedom of information Officer will be notified and will ensure the proper recording and processing of the internal review.

Formal Complaints

If the applicant remains dissatisfied with a request for information which has been dealt with under FOIA or EIR, he has the right to make a formal complaint to the Information Commissioner.