



Review Process for South Yorkshire Safety Camera Partnership Freedom of Information Requests

Using this process will not affect your right to appeal directly to the Information Commissioner. However, it will usually be quicker if matters can be resolved locally using this process.

South Yorkshire Safety Camera Partnership Freedom of Information Requests are dealt with by the Information Compliance Unit at South Yorkshire Police which is a separate entity to the South Yorkshire Safety Camera Partnership. Freedom of Information requests are processed and reviewed independently from any work carried out by the Safety Camera Partnership.

Who can request a review?

Anyone who has requested information relating to the South Yorkshire Safety Camera Partnership can request a review in writing to South Yorkshire Police. If you have requested information and you are not satisfied with the way we have dealt with your request, you can use the review process to have it looked at again. If someone who requested information would like to request a review but cannot do so themselves, you can request a review on their behalf, but it will help us if you make it clear that you are doing so.

What can I request a review about?

You can request a review about the range, amount and format of information we have sent following a request. You can also request a review about the way a request was handled – for example, the time it took to respond, or the way letters were worded.

How do I request a review?

You can request a review by writing, emailing or faxing your review request/complaint to the address below. To deal with your request as quickly as possible, it will help if you can give us as much information as you can about the original request for information, such as the reference number, and the reason for your review request/complaint.

What happens to my review?

Once we have enough details to identify the request you are concerned about, your review/complaint will be dealt with through the Information Compliance Unit at South Yorkshire Police.

FOI Review Process

Your request for a review will be considered by the South Yorkshire Police Freedom of Information Officer. Their role is to establish:

1. Whether correct procedures were carried out to deal with your request
2. What information should be released

How long does it take?

Whatever their conclusion, you will be informed of the result as soon as possible, and in any case within 3 months of submitting your review request.

If you are still not satisfied, you may then appeal to the Information Commissioner.

Review Address

**Information Compliance Unit
South Yorkshire Police
Professional Standards Department
Unit 20 Sheffield 35A Business Park
Churchill Way
Sheffield
S35 2PY
Email scpfoi@southyorks.pnn.police.uk
Fax 0114 292 1884**