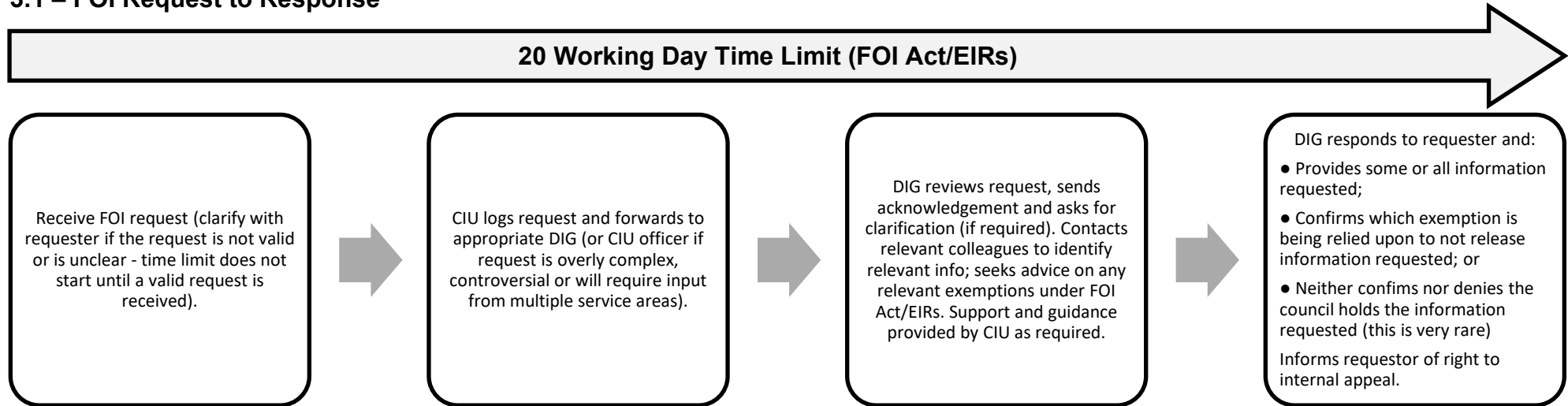
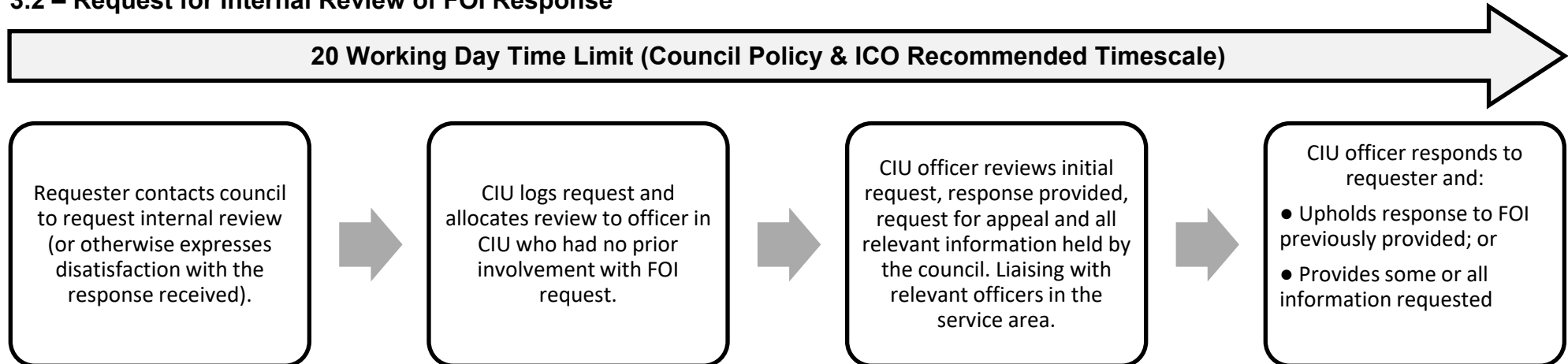


Appendix 3 – Freedom of Information Act Request Response Workflow

3.1 – FOI Request to Response



3.2 – Request for Internal Review of FOI Response



If following internal review the individual is still not satisfied with the response to their FOI request, they have the right to complain to the Information Commissioner's Office (ICO), who will investigate whether the council has properly satisfied its statutory requirements under the FOI Act/EIR