



## **Freedom of Information - Parish Internal Review Policy**

Article 46 of the Freedom of Information (Jersey) Law 2011 provides a statutory right of appeal to the Information Commissioner about a decision by a scheduled public authority (SPA) on an FOI request.

A person aggrieved by a decision of a SPA may, within 6 weeks of receiving that decision or within 6 weeks of exhausting any complaints procedure of the SPA, appeal to the Information Commissioner.

### **Complaints procedure – Internal Review policy**

The purpose of this policy is to provide a consistent, open and transparent service to those requesting information from the Parishes of Jersey and to ensure compliance with legislation and any guidelines issued by the Information Commissioner.

If you are not satisfied with the response to your request for information under the Freedom of Information (Jersey) Law 2011, and you believe that the reason which has been given in the response to deny you access to the information was incorrect, you can request an **internal review**.

You must request an **internal review**:

- in writing to PFOI or to the parish
- within 20 working days of receiving the response to your request
- stating the decision with which you are not satisfied.

Your request for an **internal review** will be handled by an independent officer who was not involved in considering your initial request. That officer (the internal reviewer) will:

- review of the reason for refusal including any exemptions which have been applied, and
- complete the review within 20 working days of receipt of your request, and
- you will be notified of the decision either to:
  - overturn the original decision (you will be provided with the information you requested) OR
  - maintain the original decision.

If you are not happy with the outcome of the internal review, you have the right to appeal directly to the Information Commissioner for a decision within 6 weeks of receipt of the outcome of the internal review. Contact details are:

Jersey Office of the Information Commissioner  
2<sup>nd</sup> Floor  
5 Castle Street  
St Helier  
Jersey JE2 3BT

Email: [enquiries@jerseyoic.org](mailto:enquiries@jerseyoic.org) Phone: +44 (0)1534 716530 Website: [www.jerseyoic.org](http://www.jerseyoic.org)

Any issues which have been raised by, and any learning from, the internal review process will be implemented by PFOI and the parish(es).

Policy agreed by the Comité des Connétables 07/12/2015  
ICO address update April 2019

