

Freedom of Information Act 2000 Appeals Procedure

Responsibility for Policy:	Registrar and Chief Operating Officer
Relevant to:	All LJMU staff, students and the general public
Approved by:	
Responsibility for Document Review:	Data Protection Officer
Date introduced:	Long standing policy.
Date(s) modified:	January 2020
Next Review Date:	January 2021

RELEVANT DOCUMENTS

Freedom of Information Act (2000)
Data Protection Act (2018)
General Data Protection Regulation
Environmental Information Regulations (2004)

RELATED POLICIES & DOCUMENTS

LJMU Freedom of Information Act 2000 Policy and Procedure for Handling Requests
LJMU Data Protection Policy
LJMU Publication Scheme
Records Management Policy
Records Retention Schedule

Freedom of Information Act 2000 Appeals and Complaints Procedure

The Freedom of Information Act 2000 gives certain rights to the public to seek review of LJMU's decision on disclosure if they are dissatisfied with the way a request for information has been handled. All recipients of a disclosure from the University are automatically informed of their rights.

Throughout the procedure, you will be kept fully informed on the progress of your appeal and the next stage in the process.

There are 2 stages to the procedure:

Stage 1 Appeal to LJMU

If you are not satisfied with how your request has been handled, you should appeal in writing to:

Professor Peter Byers
Pro Vice Chancellor (Education)
Liverpool John Moores University
Egerton Court
2 Rodney Street
Liverpool L1 2UA
FOI@ljmu.ac.uk

Professor Peter Byers is the current nominated senior member of staff conducting FOI Internal Reviews. In the event that Professor Peter Byers is not able to undertake a particular review, another senior member of staff, independent of the FOI process, will be selected.

An internal review will be conducted and a full response will be made within 20 working days.

If the appeal and/or internal review is complex and more than 20 working days are needed to investigate, this will be explained to you in writing and a realistic date provided for when the response can be expected.

Stage 2 Complaint to the Information Commissioner

Once having appealed, and you are still not satisfied with LJMU's response, you have the right to apply to the Information Commissioner for a decision whether, in any specified respect, the request for information has been dealt with in accordance with the requirements of Part I of the Freedom of Information Act 2000.

The complaint should be made in writing to:

The Information Commissioner
Wycliffe House
Water Lane
Wilmslow,
Cheshire
SK9 5AF

Details on how to complain can be found on the Information Commissioner's website:
www.ico.org.uk