

University of Sussex - Freedom of Information Act 2000 - Internal Review

The Information Commissioner's Office (ICO) gives the following guidance with regard to instances when the requester is unhappy with the outcome of their Freedom of Information (FOI) request :

'Under the Act, there is no obligation f[(f)-17..[(f)-6 CM2.6 (gat34 -1.141 e1(en t)-6 (he -4)2c -0.00 ()Tj -5m7(t

the University's Freedom of Information decisions will be handled promptly. We adhere to the ICO guidance above, including aiming to conclude all internal investigations and reviews within 20 working days following the date of receipt of the complaint/request for review (within 40 working days in exceptional circumstances).

The University's Internal Review Process:

The University will undertake an internal review of a response to an FOI request provided the complaint/request for review is received within 40 working days of the initial response being sent out by the University.

The Internal Reviewer (IR)

The internal review of FOI responses will be undertaken by the Head of Information Management and Compliance, or a suitably experienced and senior nominee.

The Internal Review Procedure

1. The Senior Information Officer (who is responsible for the day-to-

3. The IR will review and consider the original response alongside any additional information, revisiting any areas that may still be unclear with the Senior Information Officer and/or relevant colleagues. This stage may involve reconsideration of applicable exemptions under the Act.

4. The IR will respond directly to the requester within the timescale provided to confirm their decision; the decision letter will summarise the original request, the University's original response, the complaint, any considerations that have been taken into account or any additional information that has been gathered, and the IR's final assessment. If it becomes clear that the IR cannot provide their response within the specified timeline, they will contact that requester in writing ahead of this date to advise, and to provide an indication of when the response is likely to be issued.

5. Once the internal review process is complete, if the requester still feels that their complaint has not been dealt with sufficiently, they can complain to the ICO; further information about how to do this is provided on the ICO website here:

<https://ico.org.uk/make-a-complaint/foi-and-eir-complaints/>

The ICO may in turn require the University to undertake further review of their decision(s) in the case, and to provide the ICO with related information about the request, original response, and/or review process, in order for them to make their decision. The University's response in such cases will be coordinated by the IR and the University will subsequently respond accordingly to any decisions and requests made by the ICO.