



FREEDOM OF INFORMATION INTERNAL REVIEW PROCEDURE

Director of Operations
July 2026

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1. Introduction

Under the terms of the Freedom of Information Act 2000 any person or organisation has the right to request any information held by the Office of the Police and Crime Commissioner (OPCC), subject to the exemptions listed in the Act.

The OPCC must supply the information requested (if it is held) unless an exemption applies. An exemption may either permit the OPCC to withhold some or all of the information requested.

All FOI responses contain the following advice.

“The Office of the Police and Crime Commissioner provides you the right to request a re-examination of your case under its review procedure. If you decide to request such a review you should address your request to the Chief Executive, Office of the Police and Crime Commissioner for Dorset, Force Headquarters, Winfrith, Dorchester, Dorset, DT2 8DZ or email pcc@dorset.pnn.police.uk.

You have a further right to ask the Information Commissioners Office to decide whether your request has been appropriately dealt with, but they will not consider your request until the Office of the Police and Crime Commissioner for Dorset Review Procedure has been concluded.”

This document details the procedure to be followed if a review is requested.

2. Fairness

In conducting a review of an FOI Appeal, the Chief Executive will abide by the following requirements:

The Review will:

- Be fair and impartial
- Allow for the possibility to reverse or otherwise amend decisions previously taken
- Be clear and not unnecessarily bureaucratic
- Allow for a prompt determination of the complaint
- Be dealt with by a person who was not party to the original decision where this is practicable

3. Review Procedure

Any person who is not satisfied with the way a request has been dealt with may appeal. The OPCC FOI Review Procedure is independent of the OPCC FOI decision maker or any other person who has been involved in the FOI process to that point. Outlined below is the process followed.

Stage One

On receipt of an appeal against the decision of the FOI Officer, the Chief Executive should be notified as soon as practicable.

Stage Two

In order to conduct a review, the Chief Executive will ask for all the case records from the FOI Officer and may make a request for further work to be undertaken.

Stage Three

The review must be completed as soon as practicable but within 20 working days. A response made to the applicant must include information stating that, if the applicant is still unsatisfied, they may then appeal to the Information Commissioner's Office.

If there are learning points to highlight, the Chief Executive will provide those in writing to the FOI Officer and anyone else who has been involved in the process in order to inform best practice.

A record of investigation and response will be retained by the FOI Officer for 6 years in accordance with the OPCC retention policy.

Stage Four

Notification of a review will be published to the OPCC website, by way of amendment to the original notification detailed in the Freedom of Information Disclosure Log.