



## Making an appeal to the Scottish Information Commissioner

Use this form if you are unhappy with the way a Scottish Public Authority handled your request for information and you would like the Scottish Information Commissioner to investigate.

You do not have to use this form but, if you do, it will help to make sure you provide all of the information the Commissioner needs to investigate your case quickly.

If you don't use the form, your appeal must be in a format that can be kept for future use, for example, by email or post or in an audio or video recording. It may still be helpful to follow this form to ensure you include everything you need to.

## Some Important points to check before you start

The Commissioner is only able to investigate valid appeals that satisfy a number of pre-requisite conditions.

**Did you ask the Authority for recorded information? \***

**YES /NO**

(delete as appropriate)

### **If No:**

You must request information from the Authority. You cannot make an application to the Commissioner at this stage.

Help is available on our website at [www.foi.scot/your-rights](http://www.foi.scot/your-rights). Alternatively, email us at [enquiries@foi.scot](mailto:enquiries@foi.scot), or call us on 01334 464610.

We will require documentation that supports your answers.

Please take further advice before attempting to submit an invalid appeal.

**Did you ask the Authority to review the way it handled your request, either because you were unhappy with the response OR because it didn't respond? \***

**YES /NO**

(delete as appropriate)

### **If No:**

You must request that the Authority reviews how it has handled your request. You cannot make an application to the Commissioner at this stage.

Help is available on our website at [www.foi.scot/your-rights](http://www.foi.scot/your-rights). Alternatively, email us at [enquiries@foi.scot](mailto:enquiries@foi.scot), or call us on 01334 464610.

We will require documentation that supports your answers.

Please take further advice before attempting to submit an invalid appeal.

**Are you dissatisfied with the response to your review request? OR If you did not receive a response to your request for review, did you wait 20 working days before applying to the Commissioner?**

**YES /NO**

(delete as appropriate)

**If you haven't waited 20 days, it is too early...**

You must give the Authority 20 Working Days to respond to a request for Review , it may be too soon to make an application to the Commissioner.

Help is available on our website at [www.foi.scot/your-rights](http://www.foi.scot/your-rights). Alternatively, email us at [enquiries@foi.scot](mailto:enquiries@foi.scot), or call us on 01334 464610.

We will require documentation that supports your answers.

Please take further advice before attempting to submit an invalid appeal.

**Have you asked for your own personal data? \***

**YES /NO**

(delete as appropriate)

**If "YES"**

The **UK Information Commissioner** deals with Data Protection, Subject Access Requests and appeals regarding your own information. We cannot assist you so please visit this link <https://ico.org.uk/for-the-public/>

## **Supporting Documentation**

**We will ask for supporting documentation later in the process but make sure you have copies of:**

- Your request for information to the Authority
- The Authority's response to your request (if you received one)
- Your request for review to the Authority
- The Authority's response to your request for review (if you received one)

These will be required when you submit your form.

## About You

This section asks for information about you. It is important you read this guidance as without the information we will not be able to investigate your application.

Important points:

- You must give your full name and a contact address (email or postal);
- If you used a pseudonym when you made your information request (e.g. “Mickey Mouse”), we will not be able to investigate.
- We may ask you to undertake an identification check at a later stage;
- For more information, see [www.foi.scot/your-rights-faqs](http://www.foi.scot/your-rights-faqs);

If you made the request on behalf of someone else, it is important you give us their name.

### Name \*

First Name	
Last Name	
Email	

### Address

Street Address

Address 1	
Address 2	
Town./City	
Region	
Postal Code	

Phone Number	
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Please enter a valid phone number.

### What is your preferred method of contact \*

Email / Phone/ Post

**Are you making this application on behalf of someone else? \***

**YES /NO**

(delete as appropriate)

**If “Yes”, What is the full name of the person on whose behalf you are submitting this application?**

First Name	Last Name
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## **About Your Information Request**

This about your initial request made to the Authority and its initial response.

**Name of the Authority you made your request to \***

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**Date you made your request for information \***

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**Did the Authority respond? \***

**YES /NO**

(delete as appropriate)

**Date of the Authority's response (if any)**

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## About Your Request for Review

This about any subsequent Request for Review made to the Authority.

You have already told us that you requested a review from the Authority

**Have you waited 20 working days for a review response before applying to the Commissioner? \***

**YES /NO**

(delete as appropriate)

For assistance with calculating 20 working days visit our [Response Calculator](#)

**Date of your review request to the Authority: \***

**Why did you ask the Authority for a review? (Give a brief summary) \***

**Did the Authority carry out a review and respond to you? \***

**YES /NO**

(delete as appropriate)

**Date of the Authority's response (if any)**

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## **Artificial Intelligence**

**Have you used any Artificial Intelligence to assist with your request, request for review or submission to the Commissioner?**

**YES /NO**

(delete as appropriate)

**If Yes, please read and acknowledge :**

**Generative Artificial Intelligence (AI) products such as Chat GPT, Google Gemini or Copilot can be useful tools but they are prone to errors (hallucinations). If AI has been inappropriately used, its content is not fact checked by the applicant or it is used in a manner which places a significant burden on the Commissioner's office, applicants should be aware that appeals may be dealt with as invalid, frivolous or vexatious.**

**I have fact checked all the references and content in this appeal**

**YES /NO**

(delete as appropriate)

## About your application

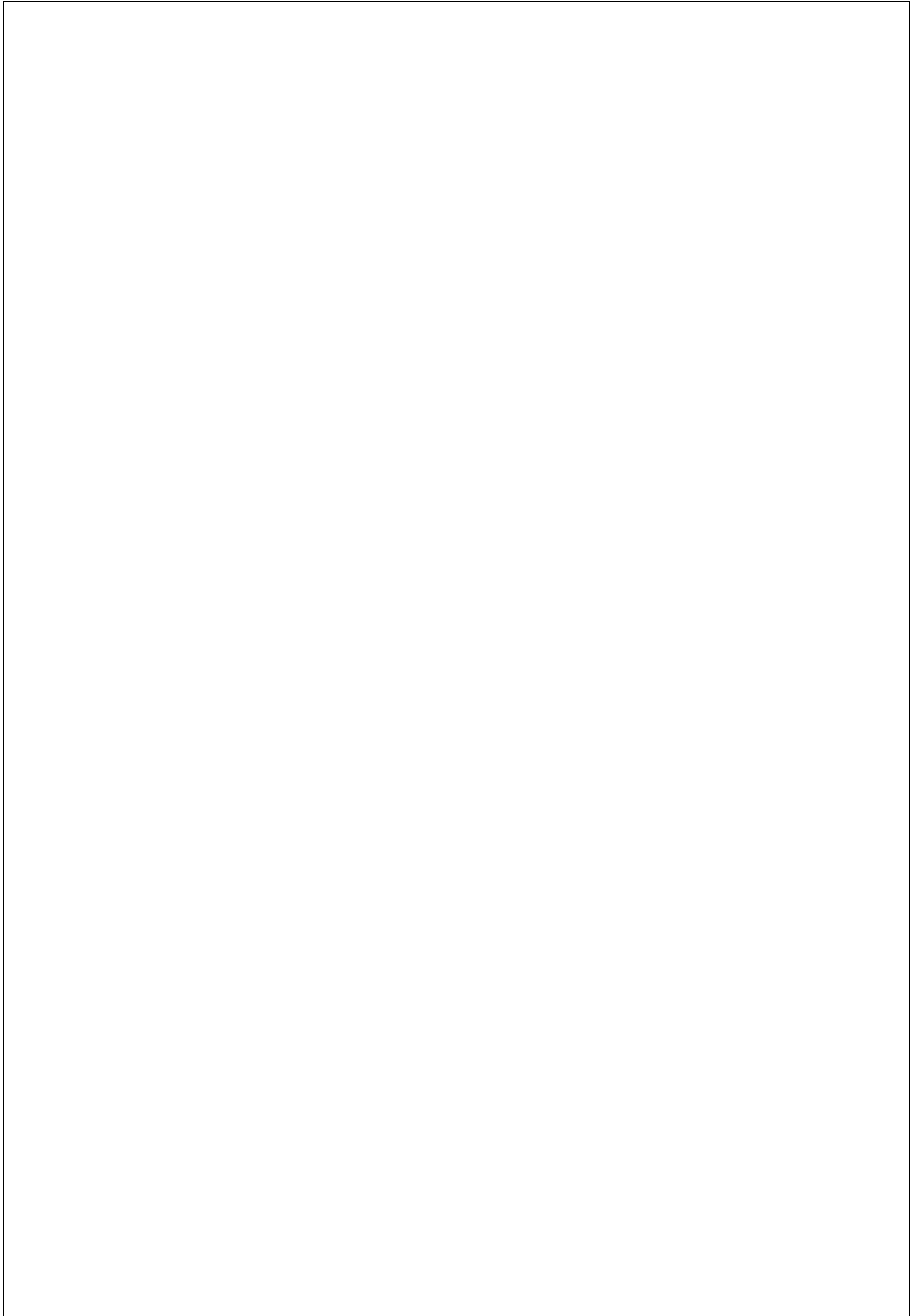
You must say why you are unhappy with the way the authority responded to your request for review. For example, you might be unhappy because:

- the Authority did not carry out a review- you do not agree that an exemption applies you
- think it would be in the public interest for the information to be disclosed
- the Authority said it does not hold the information (or doesn't hold more information than it has already given you), but you disagree
- the Authority said it would cost too much to respond to your request or has issued you with a fees notice
- the Authority has refused to respond to your request because it believes it is vexatious or repeated. There may be other reasons why you are unhappy, but remember that the Commissioner can only investigate

issues about freedom of information law.

Be clear, precise and concise. Generally, you do not need to explain why you needed the information. If we do not understand what you tell us, or we think we need more information to start our investigation, we will contact you. We will send a copy of this form to the Public Authority. Let us know if there is anything in this form that you do not want us to tell the public authority (for example, your home address). We will take the information out of the form before sending it to the Public Authority, if we can.

**Why are you unhappy with the way the Authority responded to your request for review? Or, if you did not receive a response please state this. \***





## **Files**

Please enclose all the supporting documents we require.  
If you do not do so your appeal will be delayed.

Please send this completed application to

**Scottish Information Commissioner  
Kinburn Castle  
Doubledykes Road  
St Andrews  
Fife  
KY16 9DS**