

1 December 2023

IC-271694-J2P5

## Request

You asked us:

*"I write to make a FOI request for the ICO's internal Policy and Procedure in place when a requester asks for an internal review to take place on the ICO's decision to reject the FOI request on grounds of an exemption.*

*I would like to know what steps are followed once an internal review by the ICO is triggered to reevaluate the original FOI request being denied, in looking to investigate and establish if either to uphold or overturn the original decision by the ICO to deny the FOI request."*

We have handled your request under the Freedom of Information Act 2000 (the FOIA).

## Our response

We have searched our systems based on the information you have provided and can confirm that we hold information within the scope of your request.

The ICO's Requests for Information Review Procedure is published [on our website](#).

We have also published our [manual for Information Access Officers](#), which outlines the steps a IAO should take when receiving a response for an internal review. This can be found on page 109 of the manual.

Because this material is already reasonably accessible to you, it is technically withheld under section 21 of the FOIA. This exempts information which is reasonably accessible to the applicant through means other than a request under the FOIA.

It is an absolute exemption, which means it is not necessary for us to consider any public interest test.

This concludes our response to your request.

## Next steps

You can ask us to review our response. Please let us know in writing if you want us to carry out a review. Please do so within 40 working days.

You can read a copy of our full review procedure [here](#).

If we perform a review but you are still dissatisfied, you can complain to the ICO as regulator of the FOIA. This complaint will be handled just like a complaint made to the ICO about any other public authority.

You can [raise a complaint through our website](#).

## Your information

Our [Privacy notice](#) explains what we do with the personal data you provide to us, and set out your rights. Our retention schedule can be found [here](#).

Yours sincerely



Information Access Team  
Risk and Governance Department, Corporate Strategy and  
Planning Service  
Information Commissioner's Office, Wycliffe House, Water  
Lane, Wilmslow, Cheshire SK9 5AF  
[ico.org.uk](http://ico.org.uk) [twitter.com/iconews](https://twitter.com/iconews)

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