

# Report a concern about accessing or re-using information from a public body

Use this form to detail your concern to us. We will use the information you provide to help us improve the information rights practices of organisations.

You should raise your concern with us within three months of your last meaningful contact with the public body. We may not investigate older cases.

## 1. What is your concern?

Select the option that best describes your concern, then give details below.

- The public body has not responded to my request
- The public body refused or only partly fulfilled my request
- The public body sent all the information I asked for but took too long to send it

Please use this space to give details of your request, any response you received, and where applicable your request for the public authority to review its response.

## 2. Supporting documents

Please send us copies of:

- your information request or your re-use request;
- any request for a review, and/or follow-up correspondence you have sent to the public body; and
- any acknowledgement or other response you have received from the public body.

## 3. Details of the public body you requested information from

Public body:

Contact name:

Address:

Postcode:

Telephone:

Email:

Any reference number the public body gave you:

## 4. Your details

*Or, if you're filling this in on behalf of someone else, put their details here. Please indicate if there is a method of communication you would prefer us to use.*

Title:

First name:

Last name:

Company/organisation (if relevant):

Address:

Postcode:

Daytime telephone:

Email:

### **Who should we contact? (if different from above)**

*We will use the contact details above unless you would prefer us to deal with someone else. You must send us a signed authority for us to deal with them on your behalf.*

Title:

First name:

Last name:

Address:

Postcode:

Telephone:

Email:

## 5. Declaration

- I understand that the ICO may need to share the information I have provided so they can look into my concern. I have indicated any documents or information that I don't want the ICO to share.
- I understand that the ICO will electronically store the information relating to my concern including the documents I have provided and keep the electronic records for two years, or for longer if it is appropriate. The ICO will destroy the original hard copies after six months.

I agree.

Date:

## **6. Sending your form to us**

### **By email**

1. Fill in this form and save it to your computer.
2. Open a new email, with 'Concern about accessing or re-using information from a public body' in the subject line.
3. If you have all your supporting documents electronically, attach them to your email.
4. Email the completed form to [casework@ico.org.uk](mailto:casework@ico.org.uk)

### **By post**

If you have only paper copies of any of your supporting documents, print this form and post it with all your supporting documents to:

Customer Contact  
Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF