

*Asking for and viewing information is free.
You can only be charged for tott*

After you ask for information, the agency should:

- ◆ Confirm receipt of request in writing
- ◆ Check if it holds the information; if not, transfer request to correct agency
- ◆ Provide you with either:
 - the requested information,
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You have the right to an internal review if you receive:

- ◆ no answer within the time period
- ◆ a denial of information
- ◆ only part of the information
- ◆ a transfer notice with which you disagree
- ◆ a fee/charge you think is too high
- ◆ or other negative decision

During an internal review, a senior official or internal review body will look at your appeal and give you a decision in writing within thirty (30) working days.