

## Appeal Form

This form will assist you in appealing a response, an act or omission of a Public Authority under the *Freedom of Information Law, 2007* ("FOI Law"). **Please fill out this form and send it to the Information Commissioner's Office, with the required documentation listed at the end.** Contact information is at the end of this form.

### Have you applied for INTERNAL REVIEW?

Please note that appeals relating to the withholding of information, deferral of a response to a request, fees, or amendments or annotations **MUST FIRST GO THROUGH THE PUBLIC AUTHORITY'S INTERNAL REVIEW PROCESS** unless the decision was made by the Chief Officer or Minister before the Information Commissioner's Office will consider your appeal. You may appeal if the Public Authority has refused or failed to respond to your request for an Internal Review. Section 5 of the FOI Law requires this. If you need assistance in requesting an Internal Review, please contact us at 345-747-5402 or download an Internal Review form from our website at [www.INFOCOMM.ky](http://www.INFOCOMM.ky)

### What details should I provide?

Appeals to the ICO do not need to be made on a particular form but may be made on this application form if preferred. In order to be able to process an appeal, an application should include the following;

- (a) A name (It does not have to be a real name. A fake name or pseudonym can be used);
- (b) Contact Details (We will need to clarify the situation with you during the mediation and / or Hearing processes and it is therefore necessary to be able to communicate with the applicant. For this purpose we therefore encourage that applicants provide phone and/or fax details as well as an email address.);
- (c) A postal address (To which notices and information can be sent.)

### Attach copies of the applicable following documents if you have them:

- ☐ Your request to the public authority for records
- ☐ Your request to the public authority for amendment or annotation
- ☐ The public authority's response
- ☐ Internal Review decision
- ☐ Relevant correspondence between you and the public authority regarding this matter
- ☐ Documentation authorizing you to act on behalf of another person

**Physical Address:**  
Elizabethan Square  
2nd Floor, Building C  
George Town, Grand Cayman

**Mailing Address:**  
P.O. Box 10727  
Grand Cayman KY1-1007  
CAYMAN ISLANDS

Tel: 345-747-5402

Fax: 345-949-2026

Email: [info@infocomm.ky](mailto:info@infocomm.ky)

Hours: Open to the public from 9:30 am to 4:00 pm, Monday thru Friday

**[www.INFOCOMM.ky](http://www.INFOCOMM.ky)**

(Form updated on 22 March 2010)

**SECTION ONE** (Please see back of form for guidance on what type of information needs to be provided)

NAME: \_\_\_\_\_

MAILING \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ MOBILE: \_\_\_\_\_

POST CODE: \_\_\_\_\_ COUNTRY: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Please indicate the best method to contact you: ☐ Email ☐ Mail ☐ Phone - best time to call is : \_\_\_\_\_

May we leave a message on an answering machine? ☐ Yes ☐ No

Are you making this appeal on behalf of another person? ☐ Yes ☐ No

*If YES, please attach documentation which shows that you have the authority or consent of that individual to act on his / her behalf.*

**SECTION TWO**

NAME OF PUBLIC AUTHORITY : \_\_\_\_\_

NAME OF PERSON YOU HAVE BEEN DEALING WITH: \_\_\_\_\_

Choose one or more of the following to describe what your appeal is about :

- ☐ Withheld records and/or severed records
- ☐ Charged an unreasonable fee
- ☐ Refused to waive a fee
- ☐ Improperly deferred responding to my request
- ☐ Refused to amend or annotate my personal information
- ☐ Did not conduct a reasonable search for the requested records
  - Have you discussed what records you believe are missing with the Information Manager?
  - If the answer is no, we request that you bring this matter to the Information Manager’s attention for possible resolution before filing an appeal.
- ☐ Did not respond to my request and 30 days have passed

If your appeal deals with any of the above selections, have you been through Internal Review with the Authority?  
☐ Yes ☐ No (Please refer to instructions on cover of this form)

- ☐ Responded to my request late
- ☐ Improperly transferred my request
- ☐ Refused to answer my request on the grounds that the request is vexatious
- ☐ Refused to answer my request on the grounds that they have previously responded to a similar request
- ☐ Refused to answer my request on the grounds that responding to the request would unreasonably divert the resources of the public authority
- ☐ Did not provide the records in the format I requested
- ☐ Intends to disclose my personal information over my objections
- ☐ Inappropriately disclosed my personal information without providing me with prior notice
- ☐ Other: \_\_\_\_\_

**SECTION THREE** (Please note that appeals applicants are always welcome and encouraged to contact or visit our offices to speak with a staff member directly about their situation)

Please summarize your appeal and the issues you would like reviewed:

How do you think the ICO can help you? Describe the result or outcome you seek:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ EMAIL FORM