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| --- | --- | --- | --- | --- |
| Colour Logo |  | Department name | | |
|  |
| The person(s) name |  | Harlow Council | | |
| Address Line 1 |  | Civic Centre | | |
| Address Line 2 |  | The Water Gardens | | |
| Address Line 3 |  | Harlow | | |
| Address Line 4 |  | Essex CM20 1WG | | |
| Address Line 5 |  | [www.harlow.gov.uk](http://www.harlow.gov.uk) | | |
|  |  |  | | |
|  | | Our Ref: |  |
|  | | Your Ref: |  |
|  | | Date: |  |

**Re:** **Request for Information - Reference Number \*\*\*\*\*\*- Please quote this reference number if contacting the Council in relation to this matter.**

Dear

In my letter of [date of letter] I advised you that in relation to a request for information [relating to you] [supplied by you] Harlow Council has decided not to disclose the information. The applicant subsequently appealed this decision and following an internal review the original decision not to disclose the information was upheld.

The applicant has now referred the matter to the Information Commissioner who will undertake an independent review. The Information Commissioner has the right to inspect the information you provided to Harlow Council and make an independent assessment of the public interest test.

If the Information Commissioner comes to the conclusion that the information should be released, he will issue an enforcement notice which will set out the steps which Harlow Council must take, and the date by which they must be taken. This may lead to the disclosure of the information which was previously withheld, including the information you supplied to Harlow Council. If we consider that the information should continue to be withheld, against the decision of the Information Commissioner, we will be able to appeal to the Information Tribunal.

It is possible that the Information Commissioner will contact you in the course of this review.

We will of course keep you informed at all stages of the appeal process.

Yours sincerely,

**Officer Name**

Officer Title

Tel: 01279 446 Fax: 01279 446

e-mail: your e-mail address @harlow.gov.uk