



Requesting information from the CCRC

Requesting information from the CCRC under the Freedom of Information Act 2000 and the Data Protection Act 2018.

The Criminal Cases Review Commission needs to collect and use information from a variety of sources in order to carry out its function of considering allegations of wrongful conviction and incorrect sentencing. It does so under the legal framework of the Criminal Appeal Act 1995.

The Commission is a registered data controller under the Data Protection Act 2018. It is committed to handling the information that it uses properly, to keeping it safely and securely, to disclosing it only where it is appropriate and legal for us to do so and to disposing of it in a timely manner and in an appropriate way.

The Freedom of Information Act 2000 and the Data Protection Act 2018 give people rights of access to information that is held by public bodies including the CCRC.

If you write to us asking for information we will acknowledge your receipt of the request and then consider it within the frameworks set out by those Acts. We will aim to respond in accordance with the provisions of those Acts and within the timeframes they require. For FoI requests, this is 20 days and for Data Protection requests it is one month. We will not charge a fee for dealing with information requests.

When you ask us for information please try to be as clear as possible. This will help us understand your request and respond appropriately. We might ask you for clarification if we are not sure what you are looking for. If we do hold the information we will provide it unless we think it should be withheld for reasons covered by the exemptions in the legislation.

Anyone wishing to ask the CCRC for information should do so in writing to info@ccrc.gov.uk or to 23 Stephenson Street, Birmingham, B2 4BH.

Guidance on rights of access to information and on how to request information can be found on the website of the Information Commissioner's Office at www.ico.org.uk

Anyone seeking general information about the Commission might be interested in the Commission's website at www.ccr.gov.uk and in the Guide to Information about the CCRC on that site.