

## **ANNEX A**

**FOI DOF/2026-0234**

### **Request**

Information on AP02/25 Towell House Appeal

### **Response**

I can confirm the department holds the information requested.

The information requested is exempt from release under regulation 12(4)(d) 'material in the course of completion', regulation 12(4)(e) 'internal communications' and regulation 12(5)(d) 'confidentiality of the proceedings of a public authority' under the Environmental Information Regulations 2004.

When an exception is engaged, DoF must consider where the public interest lies before deciding whether to disclose the information, therefore the appropriate Public Interest Test has been completed on the information held as part of their decision making process.

This has concluded that the balance of the public interest has been found to fall in favour of withholding the information covered by the regulation 12 exemptions, see Public Interest Test at Annex C.

## Annex B - Internal Reviews

An Internal Review request challenges the response given, based on exemptions applied, the adequacy of the search, and the timeliness of the response. It is not the following which will be treated as specified:

- Questions asking for clarification on information provided: Will be treated as part of original FOI request.
- Additional questions about the information in the response: Will be treated as a new FOI request.
- Questions about the subject not related to the original request: Will be treated as new FOI request.
- Questions regarding how a service operates or why a decision was made: Will be treated as normal business and responded to accordingly.
- Complaints or concerns raised in response to information provided: Will be treated in line with relevant complaints procedure.

### What to do

- **Submit a request:** Clearly state that you want an internal review of a previous FOI response and provide the necessary details.
- **Follow the timeline:** Be sure to submit your request within 40 working days of receiving the original response. If the Department has not responded at all, you have 40 working days after the original 20-day response period has passed.
- **Wait for a response:** The review is typically completed within 20 working days but can take up to 40 working days in exceptional circumstances. The Department should inform you of any delays.

### What the review includes

- A fresh decision based on a reconsideration of all relevant factors.
- An assessment of whether the request was handled correctly and if exemptions were applied appropriately.
- The review will be conducted by someone who was not involved in the original decision.

If you wish to request an internal review, please email [foi@finance-ni.gov.uk](mailto:foi@finance-ni.gov.uk) or write to FOI/EIR Team, Department of Finance, 2nd Floor, Craigantlet Buildings, Stoney Road, Belfast, BT4 3SX.