

**Record of changes made to FOI templates**

Templates No 8,9,10 & 11 – Derogation – giving/refusing information

Changed: 01/03/05

**Reason:**

It was agreed that when a request is refused under the derogation, an Internal Review will not be offered. The templates were updated to inform the requester that they do not have the right to an internal review.

**New wording:** The BBC does not offer an internal review of its decision to withhold information when the information requested falls outside the scope of the Act. In addition, the formal appeal procedure under the Act does not apply to a decision relating to such information. If you wish to contact the Information Commissioner, you can write to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, or telephone 01625 545 700. Further information about the work of the Commissioner is available at [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

**Old wording:** If you are not satisfied with this decision that the information you requested is not covered by the Act you can apply for an internal review of our decision. To apply for an internal review please email [foi@bbc.co.uk](mailto:foi@bbc.co.uk) or write to BBC Freedom of Information, PO BOX 48339, London, W12 7XH, UK, quoting the reference number at the top of this correspondence. If having completed the BBC's internal review process, you remain dissatisfied with the Corporation's decision on your information request, you can raise the issue with the Information Commissioner. Please see [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk) or contact the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, telephone 01625 545 700 for details.

Template No 9 and 10 – derogation giving information and derogation refusing information

Changed: 25/11/2005

**Reason:** The ICO suggested that the paragraph on appeal rights could be simplified.

**New wording:** The BBC does not offer an internal review when the information requested is not covered by the Act. If you disagree with our decision you can appeal to the Information Commissioner. Contact details are: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF telephone 01625 545 700. [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

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