



Information Policy & Compliance
bbc.co.uk/foi

Steven Elibank

xx@xxxxxxxxxxxxxxxxxx.xxm

15 October 2010

Dear Mr Elibank,

Freedom of Information Act 2000 – RFI20101367

Thank you for your request under the Freedom of Information Act ('the Act') of 8th October 2010 seeking:

"Please provide me with an electronic copy of your logo guidelines, branding manual or equivalent document."

The information you have asked for is available on our website at <http://www.bbc.co.uk/branding/>. The BBC receives many requests for information about its branding, logo and, especially, the use of its logo. Full guidance as to who may use the logo and how is provided on the website indicated above.

If you are not satisfied that we have complied with the Act in responding to your request, you have the right to an internal review by a BBC senior manager or legal adviser. Please contact us at the address above, explaining what you would like us to review and including your reference number. If you are not satisfied with the internal review, you can appeal to the Information Commissioner. The contact details are: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, telephone 01625 545 700 or see <http://www.ico.gov.uk/>

Yours sincerely,

Colin Sellers

Head of Operations, Marketing Communications & Audiences



INVESTOR IN PEOPLE