



Please be aware also that, for all years, some requests may be included on the list in which *some* of the questions are for excluded information, but other questions are about information which is covered by the Act.

It may be helpful to explain the categories of outcome that we use.

- All information disclosed
- All information withheld – the Act allows for information to be withheld where one of the exemptions under Part II applies to that information
- Information partially disclosed - this applies where some, but not all, of the information has been withheld under an exemption. Even if only a single word is withheld, we would consider the RFI outcome to be 'Information partially disclosed'
- Closed: no further information provided - for example, when the requester does not provide sufficient information to make the RFI valid as a section 8 request, or when the requester withdraws their RFI.
- Information available elsewhere – this applies for example, when the information is available in the annual report or on the BBC website.
- Information not held

### **Appeal Rights**

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,

Rachel Hallett  
Advisor, BBC Information Policy and Compliance