



Information Policy & Compliance
bbc.co.uk/foi bbc.co.uk/privacy

05 April 2013

Dear Sir/Madam

Request for Information – RFI20130233

Thank you for your request of 17th February 2013 under the Freedom of Information Act 2000 ('the Act') seeking the following information:

"I refer to Freedom of Information request RFI20130094.

"Disclosure Document 2, released in response to the request, contains the instruction "Log request on TVLMT spreadsheet". Under the Freedom of Information Act please provide the most up-to-date version of this spreadsheet.

Disclosure Document 3 refers to:

*"Related documents - Complaint Codes - R139
Freedom of Information Checklist - R151
Freedom of Information presentation R341".*

Again under the Freedom of Information Act please provide the most up-to-date versions of these related documents."

Please note that "TV Licensing" is a trade mark used by companies contracted by the BBC to administer the collection of television licence fees and enforcement of the television licensing system. The majority of the administration of TV Licensing is contracted to Capita Business Services Ltd ('Capita'). Over-the counter services are provided by PayPoint plc ('PayPoint') in the UK, and by the Post Office in the Isle of Man and Channel Islands. Marketing and printing services are contracted to Proximity London Ltd. Media services are contracted to Mediaedge:CIA International Limited ("MEC"). The BBC is a public authority in respect of its television licensing functions and retains overall responsibility.

TVLMT spreadsheet

Please find attached, as Disclosure Document 1, the most up to date version of this document.

Please note that information which constitutes personal information has been redacted from the documents above. The redacted information consists of names and email addresses of individuals requesting information under the Act. We are withholding this information under section 40(2) of the Act.

Personal information about living individuals is exempt under the Act if disclosure to a third party would breach one or more principles of the Data Protection Act 1998. As the individuals referred to above do not expect their details to be disclosed in this context, to do so would be unfair. Therefore, disclosure would breach the first principle of the Data Protection Act 1998 which requires data to be processed fairly and lawfully.

Complaint Codes – R139

The most up to date version of this document is attached as [Disclosure Document 2](#).

Freedom of Information Checklist - R151 and Freedom of Information presentation R341

I can confirm under section 1(1) of the Act that the BBC does not hold this information. These documents are produced by our contractor Capita and this information is not held by the BBC in a recorded form. Whilst the information requested here is held by Capita, it is not held by Capita on behalf of the BBC.

The Act gives rights of public access to information held by public authorities (as defined in section 3 of the Act). Section 3(2)(a) of the Act says that, for the purposes of the Act, information is held by a public authority if it is held by the public authority themselves or if it is held by another person on behalf of the authority. Capita is not a public authority as defined by the Act therefore information it holds but which is not held on behalf of the BBC is not subject to the Act.

Appeal Rights

If you are not satisfied that the BBC has 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 under the Act 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/>.

Kind regards

Rupinder Panesar

Freedom of Information Advisor, TV Licensing Management Team

