



# Freedom of Information Policy

## Policy Statement

Here at Channel 4 we are committed to upholding the principles underlying the Freedom of Information Act 2000 ("FOIA"). FOIA aims to promote openness and accountability in public bodies and institutions by providing the public a "right of access" to information. For us, this means a right of access to our information.

## Scope of the Policy

Our FOIA policy was written to ensure Channel 4 complies with the requirements of FOIA

## Responsibilities

Channel 4 has a responsibility to comply with FOIA. We do this by providing a general right of access to our information and by proactively publishing information on our website (via our publication scheme)

All staff have responsibilities under FOIA, for example if they receive an FOI request they must forward it on to the FOI Admin team so that it can be logged and a fully compliant response be provided. HODs are responsible for ensuring their staff are aware of this policy

The FOI Administration team are responsible for:

- Responding to FOIA requests within 20 working days
- Disclosing open information (where no FOIA exemption applies)
- Tracking and monitoring requests and complaints
- Maintaining the publication scheme on our website
- Where appropriate, dealing with the Information Commissioner's Office



## Charging for Information

Generally, we do not charge a fee for responding to FOIA requests, however, if the amount of work required to respond to a request is particularly onerous, we reserve the right to levy a charge in accordance with the provisions of the Act. If the request is for a publication, this will be provided for the normal retail price. In these instances, we let the enquirer know the fee before proceeding with the request.

## Complaints

Channel 4 operates an FOIA complaints procedure separate from this policy. Any expression of dissatisfaction, in relation to a request or the publication scheme, will be treated as a complaint and handled according to the provisions of the complaints procedure.