

## **Freedom of Information Policy**

### **Policy Statement**

Channel 4 is committed to the principles underlying the Freedom of Information Act 2000 ('the Act'). The Act establishes a general right of access to the information that a public authority holds, thereby promoting greater openness and accountability of public bodies.

### **Scope of the Policy**

The policy has been established to ensure that Channel 4 complies with the Act.

### **Responsibilities**

Channel 4 publishes information via its Publication Scheme, and maintains records in accordance with the regulatory environment as set down in the Code of Practice on the Management of Records (section 46 Code).

All staff have responsibilities under the Act. Heads of Department are responsible for ensuring that their staff are aware of the existence and content of this policy.

The FOI Administration team is responsible for:

- Responding to all requests for information promptly and within the statutory time period
- Disclosing information or explaining to applicants the reasons why information cannot be disclosed.
- Recording all requests and responses and monitoring their performance in handling requests and complaints
- Compiling and maintaining a publication scheme as required which sets out the classes of information available and guidance on how information can be obtained
- Liaising with the Information Commissioner's Office over the handling of requests

### **Charging for Information**

In some circumstances a fee may be payable. If this is the case Channel 4 reserves the right to levy an appropriate charge in accordance with the Fees Regulations. In rare cases where a fee may be payable, the amount would be clarified with the requestor before proceeding with the response.

### **Complaints**

Any expression of dissatisfaction will be acknowledged as a complaint and all complaints will be acknowledged and treated promptly in accordance with the provisions of the Act.

This policy will be reviewed every 3 years; the next policy review is due in 2023.