



# AGE-RELATED TV LICENCE POLICY

Guidance for Organisations wishing to take part in the  
Consultation

## **Purpose of this document**

This document should be read by those intending to respond on behalf of organisations to the BBC's consultation on the Age-related TV Licence Policy. It sets out where you should send organisational responses to and asks you to complete a confidentiality form indicating whether your organisation gives the BBC permission to publish the response.

## **About this consultation**

The BBC is consulting on what it should do about licence fees for over-75 households when the UK Government funding of free licences for those households comes to an end.

Please read the BBC's [consultation document](#) before responding this includes a series of questions to help guide your response.

When responding, please use the response routes given below and please complete the confidentiality questionnaire at the end of this document.

## **How to respond**

If you would like to respond to this consultation, please email your response to [Stakeholder.Responses@bbc.co.uk](mailto:Stakeholder.Responses@bbc.co.uk). If you have any questions about the consultation please also send it to us at this address. Alternatively, you can post your response to us at BBC Corporate Affairs, BBC, Room 5045, Broadcasting House, Portland Place, London, W1A 1AA

The consultation is open from Tuesday 20 November 2018 and will close on Tuesday 12 February 2019.

## **Publishing your response**

The BBC typically publishes the organisational responses it receives, unless requested otherwise. When submitting your response, please complete the confidentiality and data protection statement set out on the next page.

## Confidentiality and Data Protection

The BBC will usually publish any organisation's responses in full when we reach our conclusions. If you want all or part of your response to be treated as confidential, please complete the confidentiality section below. We may still refer to your response in general terms, paying due regard to the confidentiality of information supplied.

## Confidentiality and the Freedom of Information Act 2000

The BBC may have to disclose information in response to a request under the Freedom of Information Act 2000.

If you have requested confidentiality, the BBC will try to resist disclosure, if appropriate, if a request is received under the Act. This is why it is important to tell us your reasons, below. Please note, however, that there may not always be an applicable exemption, and any decision by the BBC to withhold information may be overturned by the Information Commissioner, the Information Tribunal or the courts.

What do you want the BBC to keep confidential? (Please tick)

I am happy for my response to be published in full	
I would like all of my response to be treated as confidential (please tick the box on the right and tell us your reasons in the space provided below)	
I would like part of my response to be treated as confidential (please tick the box on the right and tell us which parts in the space provided below, giving your reasons)	
Name	
Organisation	

Address	
Email	

### **Privacy notice**

You can find additional information in the [BBC's Privacy and Cookies Policy](#).

(Where those documents and this notice say different things, this notice takes priority.)

The BBC processes your personal data according to data protection law, including the Data Protection Act 2018 and the General Data Protection Regulation. The BBC is the data controller, i.e., we decide the purposes for which and the manner in which your data is processed. Our legal basis for processing your data is to carry out a task in the public interest.

We will collect personal information from you, and process it securely for the purposes of conducting this consultation. That may include your name and address, the organisation you work for and your role.

We will normally delete your personal data six months after we publish our conclusions. We will not pass it to any third parties for marketing purposes, although we may share it with sub-contractors so far as necessary for the consultation.

Data protection law gives you certain rights to control your data, such as asking us what data we hold about you, and asking us to stop processing your data, or to erase or correct it. If you have any questions about how the BBC handles your personal information, or you wish to find out more about your rights, please visit the [BBC's Privacy and Cookies Policy](#). You will also be able to find out more information about how the BBC processes your information and how you can contact the BBC's Data Protection Officer. If you are concerned about the way the BBC has handled your personal information and you are not satisfied with the answer the BBC gives you, you are entitled to lodge a concern with the Information Commissioner's Office (ICO).

### **DECLARATION**

I confirm that the information I have submitted is a formal consultation response.

It can be published in full on the BBC's website, unless otherwise specified, and I authorise the BBC to make use of the information in this response to meet its legal

requirements. If I have sent my response by email, the BBC can disregard any standard email text about not disclosing email contents and attachments.

NAME

DATE

SIGNED (If hard copy)