

FREEDOM OF INFORMATION

1. Introduction

The Freedom of Information (FOI) Act 2000 established a general right of access to all types of information held by public authorities, extending the individual's right to access information about him or herself established by the Data Protection Act 1998. The Act came into force in January 2005 enabling anyone to make a request for information in writing. People have the right to be told whether the information is held by the public authority and to receive the information subject to certain exemptions. Some exemptions are absolute; others require the authority to consider whether the public interest in withholding the information outweighs the public interest in releasing it.

Tate is subject to FoI and information about Tate is available in two ways:

- Through the Publication Scheme, under which Tate makes available the categories of information about Tate that are most commonly sought.
- By request, under the terms of the Act.

Before you make a Freedom of Information Request we encourage you, first, to see whether the information that you seek is available either online through Tate's website, www.tate.org.uk, through the Tate Archive or through the Publication Scheme.

2. Searching for information

Tate is a family of galleries operating on four sites in London, Liverpool and St Ives which aims to increase public awareness, understanding and appreciation of British and international modern art. It houses the national collection of British art from the sixteenth century to the present day, including the Turner Bequest, and the national collection of international modern art. Tate is committed to the principles of freedom of information in fulfilling these aims.

If you are looking for information about Tate, then you may find this through Tate's website, www.tate.org.uk. The most commonly sought categories of information can be accessed through:

- About Tate: Tate's structure, history and plans; senior staff, curators and conservators; corporate reports; funding and governance; Freedom of Information; working at Tate; market research and media, as well as press releases and Contact details.
- Tate Collection's search facility: 65,000 works online, an illustrated glossary and subject search.
- Tate online's search facility.
- Online catalogues for Tate Library and Archive.

The Tate Archive is a huge resource for finding out information about Tate. Through the Online Catalogue you can find out what documents and information are kept in the Archive and what documents are available for you to view in the Tate Research Centre.

The catalogue of Tate's Public Records is also available online in the Tate Archive Catalogue. A [summary list](#) of the records can be viewed. You can also [search for specific items](#) by entering 'TG' in the 'Reference Number' field so that only Tate Gallery records are retrieved, and then entering your search terms in the 'Any Text' field. The catalogue is also available online via the National Archives' website. A [summary list](#) of the records can be viewed. You can also search for [specific items](#) by entering 'TG' in the Department or Series code so that only Tate records are retrieved, and then entering your search terms in the 'Word or phrase' field.

3. Tate Publication Scheme

3.1 What is the Scheme?

The aim of the Publication Scheme is to summarise the standard information that Tate makes available to the public most habitually, the form in which this information is published and details of any charges. As with that of other public authorities, the Scheme is approved by the Information Commissioner.

A copy of the Publication Scheme (in pdf format) can be obtained in written form if you write to: Freedom of Information, Director's Office. Tate, Millbank, London SW1P 4RG or by email to: foi@tate.org.uk.

3.2 How do I obtain documents and information available under the Publication Scheme?

Much of the information referred to in the Publication Scheme is available on line, through the links provided at Tate Publication Scheme menu. However, if you are unable to access the information you want in this way, then you can send a letter or an e-mail to the addresses above, requesting a copy of the information in the scheme that you seek. Equally and if needed, you can obtain further assistance, information and materials for consultation at the Hyman Kreitman Research Center under appointment. To make an appointment call the Enquiry desk on 020 7887 8838, email research.centre@tate.org.uk or write to: Head of Readers' Services Hyman Kreitman Research Centre Tate Britain, Millbank, London, SW1P 4RG.

3.3 Will I be able to access information free of charge?

All information that is available through the online links is free of charge and we do not normally charge for providing hard copies of information referred to in the Publication Scheme. However, for requests which involve a substantial amount of documentation, we do reserve the right to charge to cover the cost of photocopying and postage.

3.4 Are there any restrictions in my use of the information?

Information included in the Tate's Publication Scheme may be reproduced once for non-commercial research and private study purposes only. Please contact the Tate Picture Library for permission to reproduce images in the Tate's collection. Permission to reproduce material in the Publication Scheme does not extend to material if the copyright is not owned by Tate. In such cases authorisation should be sought from the copyright holders concerned. For any purposes other than the uses outlined above, please contact: Copyright Officer, Tate, Millbank, London, SW1P 4RG, e-mail picture.library@tate.org.uk.

3.5 What's in the publication scheme?

All the information under the Publication Scheme is current unless stated. The Scheme is divided into seven broad classes of information (General information, Funding and Governance, The organisation, Publishing and Research, Exhibitions and Collection). It is attached below.

4. Freedom of Information Act Request

4.1 What's a Freedom of Information Request and how do I make it?

Publication Schemes form only a part of FOI. Additionally, anyone has the right of access to information not in the Publication Scheme subject to certain exemptions. Requests should be as specific as possible and should be made in writing to: Freedom of Information, Director's Office. Tate, Millbank, London, SW1P 4RG, or by e-mail to: foi@tate.org.uk. In general, a response will be given within 20 working days of receiving the request. If Tate is unable to provide the information sought, a response will be provided setting out the reasons why the information is not available.

4.2 Will I be charged for my request?

Tate does not usually charge for responding to information requests. However, in cases which involve a substantial amount of documentation, we may decide that the cost of complying with the request would exceed the appropriate limit of £450 (as specified in the FoI and Data Protection Appropriate Limit and Fees Regulations 2004; this represents the estimated cost of one person spending 18 hours in locating, retrieving

and extracting the information). In such a situation, we would either decline to comply with the request (under section 12 of the FoI Act) or ask our correspondent to make a new request with a narrower line of enquiry.

4.3 What happens if I am not satisfied with Tate's response to my request for information?

If you are not satisfied with Tate's response to a request for information you may initially seek an internal review (or appeal) of the response provided, by writing to Freedom of Information, Director's Office, Tate, Millbank, London, SW1P 4RG, or by e-mail to: foi@tate.org.uk. Tate will respond to your request to a review within 20 working days. The Review/Appeal will be carried out by a panel independent of those who were involved in answering the response which you are appealing against.

If you remain dissatisfied with Tate's response following the internal review, you may seek an independent review from the Information Commissioner. You may also refer the matter to the Information Commissioner, who can be contacted at: Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF, telephone 01625 545745.

4.4 In what circumstances would information not be made available to me?

Not all information that a public authority holds is disclosable under the Freedom of Information Act. There are a number of exemptions that may apply to information, which Tate has to consider, when assessing what information can be provided.

5. Information Commissioner

The Information Commissioner is responsible for implementing Freedom of Information and Data Protection. More details are available from the Information Commissioner at: Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF, information line: 01625 545745, web site www.informationcommissioner.gov.uk.

Appendix 1

Tate Publication Scheme

Note: The new Tate Publication Scheme is pending approval from the Information Commissioner. A copy of old version of Tate Publication Scheme, which was approved in 2003, can be obtained in written form if you write to: Freedom of Information, Director's Office. Tate, Millbank, London SW1P 4RG or by email to: foi@tate.org.uk.

Category	Item	How often it's updated
General information about Tate	Tate mission and forward plans	Annually
	History of Tate	Annually
	Gallery reports	Annually
	Press releases	As needed
Funding and Governance	1992 Museums and Galleries Act	n/a
	Audited accounts and financial review	Annually
	Management agreement and financial memorandum	As needed
	Funding Agreement between DCMS and Tate	Every three years
	Donations, gifts, bequests, sponsorships 2004-6	Every year (from now on)
	Donations, gifts, bequests, sponsorships 2002-4	Every one/two years*
	Trustees, advisors and committees 2004-6	As needed
	Tate governance and advisory group structure	As needed
	Names and biographies of current and recently retired Trustees and committee members	As needed
	Statement of responsibilities of the Board of Trustees	As needed
	Information on how to become a Trustee	As needed
	Code of Best Practice for Tate trustees	As needed
	Minutes from the meetings of the Board of Trustees	Every other month

	Register of Trustees' Interests	Annually / as new interests arise
	Acquisition prices and value of gifts 2004-6	Every year (from 2006 on)
The Organisation	Tate organisation structure	As needed
	Senior staff biographies	As needed
	A-Z list of curators and areas of specialism	As needed
	A-Z list of conservators and areas of specialism	As needed
	Working at Tate (current job vacancies)	As needed
	Tate Health and Safety Policy	Annually
	Tate Staff handbook	As needed
	Staff list 2004-6	Every one/two years*
Publishing and Research	Catalogue of books published by Tate Publishing	Twice yearly
	Staff research and publications 2004-6	Every one/two years*
	Staff research and publications 2002-4	Every one/two years*
	Current major research projects that Tate supports	Annually
	Current Tate Papers	Twice yearly
	Latest edition of TATE ETC.	Three times yearly
Public Services	Attendance Figures 2004-6	Every one/two years*
	Tate Audience research	Annually since 2003
	Visitor information Tate Britain	As needed
	Visitor information Tate Modern	As needed
	Visitor information Tate Liverpool	As needed
	Visitor information Tate St Ives	As needed

	Overview of Tate building history	As needed
	Tate Britain building history	As needed
	Tate Modern building history	As needed
	Tate Liverpool building history	As needed
	Tate St Ives building history	As needed
	Disabled access information Tate Britain	As needed
	Disabled access information Tate Modern	As needed
	Disabled access information Tate Liverpool	As needed
	Disabled access information Tate St Ives	As needed
Public Programmes	Past, current and future exhibitions Tate Britain	As needed
	Past, current and future exhibitions Tate Modern	As needed
	Past, current and future exhibitions Tate Liverpool	As needed
	Past, current and future exhibitions Tate St Ives	As needed
	Exhibitions carried out across the four Tate sites, 2004-6	Every one/two years*
	Exhibitions carried out across the four Tate sites, 2002-4	Every one/two years*
	Calendar of events	As needed
	National and international programmes 2004-6	Every one/two years*
	National and international programmes 2002-4	Every one/two years*
	Information about public programmes Tate Britain	As needed
	Information about public programmes Tate Modern	As needed
	Information about public programmes Tate Liverpool	As needed
	Information about public programmes Tate St Ives	As needed
Collection	Summary information about Tate Collection	As needed

Alphabetical listing of all artists in Tate Collection	As needed
Tate Collection Glossary	As needed
Information about Collection highlights	As needed
In-focus information about Turner collection	As needed
Information about key gifts and bequests	As needed
Information about new acquisitions	As needed
Listing of works on display at Tate sites	As needed
Acquisition listing 2004-6	Every one/two years*
Acquisition listings 2002-4	Every one/two years*
Acquisitions listing 2000-2	Every one/two years*
Acquisition highlights 2004-6	Every one/two years*
Acquisition highlights 2002-4	Every one/two years*
Archives listing 2004-6	Every one/two years*
Archives listing 2002-4	Every one/two years*
Library catalogue	As needed
Archive catalogue	As needed
Loans to Tate 2004-6	Every one/two years*
Loans to Tate 2002-4	Every one/two years*
Loans from Tate to others 2004-6	Every one/two years*
Loans from Tate to others 2002-4	Every one/two years*

* Tate's Report 2004-6 is the last biennial review of all Tate's activities. From 2007 Tate will be producing reports annually.