

Tate Freedom of Information Publication Scheme

Introduction

Tate 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 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. Tate is committed to the principles of freedom of information in fulfilling these aims.

Freedom of Information Act

The Freedom of Information (FOI) Act 2000 establishes a general right of access to information held by public authorities subject to certain exemptions. 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 Tate and to receive the information. Individuals already had the right of access to information about themselves under the Data Protection Act 1998. FOI extends this right to allow public access to all types of information held by public authorities. In cases of exempt material Tate is required to consider whether the public interest in withholding the exempt information outweighs the public interest in releasing it.

Publication Schemes

Section 19 of the Act requires Tate to adopt and maintain a publication scheme which must be approved by the Commissioner. The scheme specifies the types of information the authority publishes, the form in which the information is published and details of any charges.

Tate's publication scheme is divided into three broad classes of information:

- Corporate
- Collections
- Public Services

These classes of information have been included in the scheme with regard to the public interest in allowing public access to information held by Tate. As the publication scheme is evaluated and maintained, further areas of interest which come to light will be considered for inclusion in the scheme.

Information not in the Publication Scheme

Publication schemes form only a part of FOI. Individuals have the right of access to information not in the Publication Scheme subject to certain exemptions. Requests should initially be made in writing to the Tate's Visitor Services Department. A response will be given within 20 working days of receiving the request.

Please write to: Tate Visitor Services
Millbank
London
SW1P 4RG
email: infodesk@tate.org.uk

Appeals

If you are not satisfied with Tate's response to a request for information you may initially seek an internal review of the response by writing to the Director of Finance and Resources. If you remain dissatisfied with Tate's response following the internal review, you may seek an independent review from the Information Commissioner. Contact details are below.

Contacts

The Director of Finance and Resources is responsible for the administration of Tate's FOI responsibilities. The scheme is maintained by a steering group consisting of representatives from the Legal, Visitor Services, Library & Archive and IS Departments. Please contact the Gallery Records Curator at Tate Library and Archive for more information. A copy of the Publication Scheme is available online at www.tate.org.uk and by post from the Gallery Records Curator at:

Tate Library and Archive
Millbank
London
SW1P 4RG
email: gallery.records@tate.org.uk

The Information Commissioner is responsible for implementing FOI 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

Access information

Information included in the scheme is made available via some or all of the following:

Internet: www.tate.org.uk

Tate Shop:	Tate Britain Millbank London SW1P 4RG tel. 020 7887 8008	Tate Modern Bankside London SE1 9TG tel. 020 7887 8008	Tate Liverpool Albert Dock Liverpool L3 4BB tel. 0151 702 7400
	Tate St Ives Porthmeor Beach St Ives Cornwall TR26 1TG tel. 01736 796226	Online at www.tate.org.uk	

HKRC: Hyman Kreitman Research Centre
Tate
Millbank
London
SW1P 4RG
tel. 020 7887 8838
email Research.Centre@tate.org.uk

Picture Library Picture Library
Tate
Millbank
London
SW1P 4RG
tel. 020 7887 8867
fax 020 7887 8805
email picture.library@tate.org.uk

Visitor Services Tate Britain
Millbank
London
SW1P 4RG
tel. 020 7887 8008

Tate Store 7-14 Mandela Way
London
SE1 5FR
020 7887 8008

Human Resources Tate
Millbank
London
SW1P 4RG
tel. 020 7887 8953

Press Office Tate Britain
Millbank
London
SW1P 4RG
tel. 020 7887 8731

Charging

We do not currently charge for responding to information requests. However, Tate reserves the right to levy a charge to cover the costs of processing the request, photocopying and postage.

Copyright

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 which is the copyright of third parties. In such cases authorisation should be sought from the copyright holders concerned. For any other purposes other than the uses outlined above, please contact the Copyright Officer, Tate, Millbank, London, SW1P 4RG.

1.0 Tate FOI Publication Scheme: Corporate

	<i>Description of information, including exemptions</i>	<i>Dates</i>	<i>Availability (please see Access information above for details)</i>	<i>Charge</i>
1.1	Tate Report	Every 2 years	HKRC [for consultation] Tate Shop [current edition for purchase]	No Yes
1.2	Audited accounts [financial summaries are also provided biennially in the Tate report]	Annually	Tate's audited accounts are laid before Parliament, published and are available direct from: The Stationery Office TSO Publications Centre PO Box 276 London SW8 5DT tel. 0870 600 5522 email customer.services@tso.co.uk www.tso.co.uk/bookshop/	Yes
1.3	Board of Trustees' minutes and notes over 30 years old	30 year closure period	HKRC	No
1.4	Funding Agreement	Current	HKRC	No
1.5	Tate forward plans	Current	HKRC	No
1.6	Organisational structure	Current	HKRC	No
1.7	Trustee and senior management biographies	Current	HKRC	No
1.8	Staff list	Current	Tate Report [see 1.1]	
1.9	List of major donors and sponsors [those donors who wish to remain anonymous are not included]	Current	Tate Report [see 1.1]	
1.10	Fundraising and development strategy	Current	Tate Report [see 1.1] Board of Trustees' minutes [see 1.3]	
1.11	History of Organisation: <i>The Tate. A history</i>	1998	HKRC [for consultation] Tate Shop [for purchase]	No Yes
1.12	Health & Safety policy	Current	HKRC	No

1.13	Equal Opportunities policy	Current	Human Resources Internet	No No
1.14	Current job vacancies	Current	Human Resources Internet	No No

2.0 Tate FOI Publication Scheme: Collections

	<i>Description of information, including exemptions</i>	<i>Dates</i>	<i>Availability (please see Access information above for details)</i>	<i>Charge</i>
2.1	Collections catalogue	Current	Internet Visitor Services HKRC	No No No
2.2	Exhibition catalogues	Current and back catalogue	Tate Shop [for purchase] HKRC [for consultation]	Yes No
2.3	Acquisitions (correspondence files with individuals exempt under Data Protection Act)	Every 2 years	Tate Report [see 1.1]	
2.4	Loans out (facilities reports exempt for reasons of gallery security)	Every 2 years	Tate Report [see 1.1]	
2.5	Loans out procedures	Current	Loans Registrar, Tate Store	No
2.6	Loans in (correspondence files with individuals exempt under Data Protection Act)	Every 2 years	Tate Report [see 1.1]	
2.7	New acquisitions (correspondence files with individuals exempt under Data Protection Act)	Current	Tate Report [see 1.1]	
2.8	Exhibition files (correspondence with lenders exempt under Data Protection Act)	1911-	HKRC	No
2.9	Curatorial research and publications	Every 2 years	Summarised in Tate Report [see 1.1] Tate Shop	Yes
2.10	Catalogue files on individual artists [excluding names and address of individuals exempt under the Data Protection Act]	Current	HKRC	No
2.11	Library catalogue	Current	HKRC	No
2.12	Archive catalogue	Current	HKRC	No

3.0 Tate FOI Publication Scheme: Public Services

	<i>Description of information, including exemptions</i>	<i>Dates</i>	<i>Availability (please see Access information above for details)</i>	<i>Charge</i>
3.1	Attendance figures	Current	Tate Report [see 1.1]	
3.2	Visitor information	Current	Visitor Services Internet	No No
3.3	Disabled access	Current	Visitor Services Internet	No No
3.4	Public programmes, including guided tours and educational activities	Current	Visitor Services Internet	No No
3.5	Tate Partnership Scheme	Current	National Programmes Internet	No No
3.6	Press releases	Current	Press Office Visitor Services Internet	No No No