

FOI 16-017a

12 January 2016

Dear

**REQUEST FOR INFORMATION** – *Information relating to filming at the Museum for Doctor Who*

Thank you for your request for information. As Museum Secretary for Amgueddfa Cymru - National Museum Wales ('the Museum'), I am responsible for responding to your request for information.

I refer to your email of 13 December 2016, in which you asked for the following information:

*...has the BBC conducted any filming at the museum for "Doctor Who" since 1 September 2016? If so, please provide any correspondence between the museum and the BBC relating to that filming.*

**RESPONSE**

Yes the BBC has, since 1 September 2016, conducted filming at National Museum Cardiff, one of the eight national museums that make up the Museum.

NMGW Enterprises Ltd, the Museum's trading company, dealt with the BBC's filming arrangements. Therefore they hold the correspondence, rather than the Museum. Our response therefore will relate to that correspondence held between the BBC and NMGW Enterprises Ltd.

Appended to this letter is the correspondence that is not covered by an exemption. Certain third party information has been redacted from this information, in order that our response complies with the Data Protection Act 1998.

The exemptions that we have applied to the information are as follows:

Rydym yn croesawu gohebiaeth yn y Gymraeg.  
We welcome correspondence in Welsh.

**Amgueddfa Cymru – National Museum Wales**

Parc Cathays / Cathays Park

Caerdydd / Cardiff

CF10 3NP

Ffôn / Tel. (029) 2039 7951

Elusen Cofrestredig / Registered charity: 525774

Rhif TAW / VAT number: GB 783 4541 10

## **Section 43(2) – Commercial Interest**

**Section 43(2)** of the Freedom of Information Act 2000 exempts information the disclosure of which would be likely to prejudice commercial interests. Although S.43 is subject to the public interest test, to which we have given careful consideration, we have decided that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

This exemption applies because the disclosure of the requested information would be likely to prejudice the commercial interests of both NMGW Enterprises Ltd and the BBC.

## **Section 40 (2) FOIA – Personal data exempt from disclosure**

The information requested contains personal data and is exempt under section 40(2), FOIA, as disclosure, without the consent of the individuals to whom it relates, to a member of the public otherwise than under the FOIA would breach the first data protection principles. This exemption is absolute and is not subject to the public interest test. Therefore, the information requested is exempt under FOIA section 40(2) and will now be reviewed under the Data Protection Act 1998 (DPA).

### **Data Protection Act 1998 (DPA)**

#### **Section 1(1) DPA – meaning of “personal data”**

Information relating to the personal contact details of individuals included within the correspondence is personal data within the meaning of the DPA.

#### **Part I of Schedule 1 DPA – first data protection principle**

In our view, the disclosure of personal data to a third party would be unfair within the meaning of the first data protection principle. Part II of Schedule 1 to the DPA sets out how the principle of fairness is to be interpreted. It states that, in deciding whether personal data is processed fairly, regard must be had to whether any person from whom it was obtained is deceived or misled as to the purpose or purposes for which they are to be processed. In this case, the identity and personal contact details of the correspondents were provided for the sole purpose of completing negotiations around the contract, and for this reason, the principle of fairness, disclosure of the personal information would be unfair as the individual only provided the information for that purpose and not for public publication through an FOI response. For that reason the information is being withheld.

Your request was considered according to the principles set out in the National Assembly's Code of Practice on Public Access to Information (third edition). The Code is published on the Internet at [www.information.wales.gov.uk](http://www.information.wales.gov.uk).

If you believe that I have not applied the Code of Practice on Public Access to Information correctly or have not followed the relevant laws, please contact me to

request a first-stage review. If, after that, you are still not satisfied you may request a formal review by Amgueddfa Cymru. When dealing with any concerns, we will follow the principles of the National Museum of Wales's Code of Practice on Complaints, which is available on our website at <https://museum.wales/freedom-of-information/publications-scheme/> or by post from:

Mr. Neil Wicks  
Director of Finance and Corporate Resources  
Amgueddfa Cymru – National Museum Wales  
Cathays Park  
Cardiff  
CF10 3NP

You also have the right to complain to the Information Commissioner. Normally, however, you should pursue the matter through our internal procedure before you complain to the Information Commissioner.

The Information Commissioner can be contacted at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

I apologise that Amgueddfa Cymru cannot assist you with your request but if you have any further queries or concerns then please contact me via my email address.

Yours sincerely

Elaine J Cabuts  
Museum Secretary

1 extracts redacted Fw Dr Who At Reardon Smith

From: Redacted  
Sent: 25 October 2016 16:00  
To: Redacted  
Subject: Fw: Dr Who At Reardon Smith  
Attachments: Redacted

Importance: High

Just to say also that we may not need early access at 0800 on 2nd November if it incurs a payment. 0900 - 0930 will be fine.

Redacted

From: Redacted  
Sent: 25 October 2016 15:35  
To: Redacted  
Subject: Dr Who At Reardon Smith

Dear Redacted

Please see below requirements for next Wednesday 2nd November for filming in the Reardon Smith Theatre.

Electricians will need to light outside with scissor lifts as before on Tuesday 1st November, but this would not affect any activities inside the lecture theatre. They would need access through the low level gates to park the lifts outside the windows. We would of course have security with them during the time that they are there.

The Art Dpt and Electricians would then need access from 0800 hours on Wednesday 2nd for any dressing and rigging. The filming would then start during the afternoon and finish at 1930. We would then remove the dressing after that which shouldn't take more than an hour.

Please can you let me know what the fee is. I know we paid Redacted last time but we are actually doing everything in one day. And I think they derig on the next morning on the last visit.

Meanwhile I attach our public liability document.

Ongoing thanks

Redacted

2 extracts redacted Re Dr Who At Reardon Smith

From: Redacted  
Sent: 26 October 2016 11:33  
To: Redacted  
Subject: Re: Dr Who At Reardon Smith

Importance: High

Thank you for your email. I understand that you are seeing Redacted this morning from the other block of filming.

We confirm that we will avoid any work after 1200 on Tuesday. Also during the filming hours on Wednesday 2nd, we would like to film one small scene directly outside the Reardon Smith doors.

Also I confirm that Redacted is agreeable. Can I send you our agreement?

I am now filling in the form that you sent.

Very many thanks

Redacted

From: Redacted  
Sent: 26 October 2016 10:47  
To: Redacted  
Subject: RE: Dr Who At Reardon Smith

Hello Redacted,

Thanks for the update. We have an awards ceremony taking place in the theatre on Tuesday 1st

November, 1pm-5pm, the company then return via the theatre doors at 7pm for a drinks

reception and dinner. We can't allow any work to take place between 1-5pm or at 7pm. We

would also require full and clear access around the north and south theatre doors for this

booking. Is there anyway the scissor lifts can be arranged around the theatre prior to 12pm on 1st

Nov or alternatively if they are delivered to the Museum and then arranged into place first thing

on 2nd Nov? I'm happy to liaise directly with the lighting team to make this work for both

parties.

The last booking was priced at Redacted plus vat for a 0900 rigging/dressing and a 1230-1930

filming session. This project is a similar timeframe and will require the same allocation of staff

2 extracts redacted Re Dr Who At Reardon Smith

therefore I must keep it within the same price range, Let me know if this causes you major

issues. It's also worth noting at this stage we do have a 9am lecture taking place on Thursday 3rd

November, therefore we do require all equipment to be taken away from the theatre on 2nd Nov.

Did you manage to find out if the haze machine will be used during filming? Can you complete

the attached document, this will allow me to get further information out to the Museum

departments.

Hope to catch up with you soon,

Redacted

[www.amgueddfacymru.ac.uk](http://www.amgueddfacymru.ac.uk) | [www.museumwales.ac.uk](http://www.museumwales.ac.uk)

National Museum Wales [www.museumwales.ac.uk](http://www.museumwales.ac.uk) Amgueddfa Cymru is a family of seven museums located

throughout Wales. Each family member gives a unique insight into our history, while sharing the

Amgueddfa Cymru values of excellence and learning.

Amgueddfa Cymru [www.amgueddfacymru.ac.uk](http://www.amgueddfacymru.ac.uk) Teulu o saith amgueddfa trwy Gymru yw Amgueddfa Cymru.

Mae pob aelod o'r teulu'n cynnig cipolwg unigryw ar ein hanes, ac yn rhannu gwerthoedd cyffredin

Amgueddfa Cymru – sef dysg a rhagoriaeth.

Mae Llogi Cyfleusterau a Ffilmio yn cefnogi Amgueddfa Cymru fel elusen gofrestredig

Venue Hire and Commercial Filming supports National Museum Wales as a registered charity

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need access through the low level gates to park the lifts outside the windows.

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The Art Dpt and Electricians would then need access from 0800 hours on Wednesday 2nd for any dressing and rigging. The filming would then start during the afternoon and finish at 1930. We would then remove the dressing after that which shouldn't take more than an hour. Please can you let me know what the fee is. I know we paid Redacted last time but we are actually doing everything in one day. And I think they derig on the next morning on the last visit.

Meanwhile I attach our public liability document.

Ongoing thanks

Redacted

YMWADIAD

Rydym yn croesawu gohebiaeth yn Gymraeg a Saesneg, ac yn sicrhau y byddwn yn cyfathrebu â chi yn

eich iaith ddewisol, boed yn Gymraeg, Saesneg neu'r ddwy, dim ond i chi ein hysbysu. Ni fydd gohebu yn

Gymraeg yn peri oedi.

Mae pob neges e-bost a anfonir at neu gan Angueddfa Cymru yn cael ei sganio gan systemau diogelwch awtomatig. Sganiwyd y neges hon am firysau cyn ei hanfon, ond dylech

hefyd wirio bod y neges, a phob atodiad ynddi, yn rhydd o firysau cyn ei defnyddio. Nid ydym yn derbyn

cyfrifoldeb am unrhyw golled neu ddi-frod o ganlyniad i agor y neges neu unrhyw atodiadau. Gall y neges

hon ac unrhyw ffeiliau a atodir ynddi gynnwys gwybodaeth gyfrinachol a fwriadwyd ar gyfer y derbynnydd

yn unig. Os ydych chi wedi derbyn y neges trwy gangymeriad, hysbyswch ni a dileu'r neges. Safbwyntiau

personol yr awdur a fynegir yn y neges hon, ac nid ydynt o reidrwydd yn cynrychioli safbwyntiau

Angueddfa Cymru. Nid ydym yn derbyn cyfrifoldeb am unrhyw wallau, llygredd neu esgeulustod a allai

godi wrth drosglwyddo'r neges hon.

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the language of your choice, whether that's English, Welsh or both if you let us know which you prefer.

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attachments, are virus-free before use. We can accept no responsibility for any loss or damage that might

arise from opening the message or any attachments. This message and any files transmitted with it may

contain confidential information intended only for the recipient. If you receive the message by mistake

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2 extracts redacted Re Dr Who At Reardon Smith  
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liability for any errors,  
corruption or omissions that might arise in transmission of this message.

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3 extracts redacted Fw Reardon Smith

From: Redacted  
Sent: 26 October 2016 12:19  
To: Redacted  
Subject: Fw: Reardon Smith  
Attachments: [Untitled].pdf

Importance: High

Please find attached the filming application form as requested. Just to confirm that we would like to just the haze machine as previously on our last visit.

Many thanks

Redacted

From: Redacted  
Sent: 26 October 2016 12:17  
To: Redacted  
Subject: Reardon Smith

-----Original Message-----

From: Redacted  
Sent: 26 October 2016 11:44  
To: Redacted  
Subject:

Please open the attached document. This document was digitally sent to you using an HP Digital Sending device.

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<http://www.bbc.co.uk>

This e-mail (and any attachments) is confidential and may contain personal views which are not the views of the BBC unless specifically stated.

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Please note that the BBC monitors e-mails sent or received.

Further communication will signify your consent to this.

3 extracts redacted Fw Reardon Smith

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## National Museum Wales – Filming Inform

### Details of Company

Company Name	
Company Address	
Postcode	
E-mail	

Contact Name	
Tel. No./Mobile	
Maximum number of crew and artists involved in project	Maximum 150
Number of vehicles. Expected parking arrangements	LARGE VEHICLES IN PARKING BY SON THE ROAD. SMALLER VANS POSSIBLY IN MUSEUM CAR PARK. X 5 VANS.

### Details of Filming

Name of Museum	
Detail specific locations for filming	
Dates of Filming	
Times of Filming	
Detail method of lighting and other equipment that will be used during the project	
Utilities required for filming	Toilets and possibly holding room or

Please attach a full filming schedule including set-up and take-down *green room if available*

### Details of Programme

Title of Programme	DR WHO
Broadcaster	BBC 1 WALES
Description of Programme	FAMILY DRAMA
Date of Transmission	TBC

### Conservation & Curatorial

Specific objects required	SMOKE DETECTORS OFF. SFX ATMOS IN USE.
Specific rooms required, detail activity within that room	

4 extracts redacted Dr Who @ Reardon Smith 2nd Nov

From: Redacted  
Sent: 27 October 2016 10:20  
To: Redacted  
Subject: Dr Who @ Reardon Smith 2nd Nov

Importance: High

Dear Redacted

Please can I update the timings re. 2nd Nov.

The scissor lift is to be delivered on Tuesday 1st but we will not rig it til Wednesday morning so to avoid the award ceremony. Therefore please can we park it out of the way in the corner of the car park so it doesn't interfere also with the award ceremony.

Also the filming hours for Wednesday 2nd may possibly continue will 2100 and we would then vacate the building having removed all dressing by 2200? Please let me know if this is possible?

Thank you.....

Redacted

5 extracts redacted Dr Who Wednesday 2nd Nov

From: Redacted  
Sent: 28 October 2016 10:34  
To: Redacted  
Subject: Dr Who Wednesday 2nd Nov

Importance: High

Dear Redacted

Schedule for Nov 2nd

Nov 1st - we do not need any access on this day. Also scissor lift is now arriving on Wednesday morning at 0800.

Nov 2nd

Please can we have access inside the theatre at 0800 hours.

Main unit will film til 1830. Is there a room for actors to change when finished?

Small crew to stay on til 2100 and film plate shots of audience.

Electricians will need to derig after 2100. Access now required til 2300.

Thank you RedactedAnd apologies for the changes.

Also did you have a floor plan?

Ongoing thanks...

Redacted

6 extracts redacted Re Dr Who Wednesday 2nd Nov

From: Redacted  
Sent: 31 October 2016 11:04  
To: Redacted  
Subject: Re: Dr Who Wednesday 2nd Nov

Importance: High

Dear Redacted

We have 50 extras on the day and we need to hold them somewhere. I am presuming that there is no room other than the green room your mentioned. We therefore are parking a double decker bus nearby, but the council will not give us any more spaces. We park it in you car park, just a thought..... ?

Redacted

From: Redacted  
Sent: 28 October 2016 15:44  
To: Redacted  
Subject: Re: Dr Who Wednesday 2nd Nov  
We are happy with the fee. Please go ahead. Will speak on Monday.

Thank you!

Redacted

Sent from my iPhone

On 28 Oct 2016, at 14:05, Redacted wrote:

Hello Redacted

Thanks for the update on the scissor lift. I shall arrange for staff to open the

theatre from 0800 and close at 2300, do you still require 5 car spaces in the visitor

car park on 2 Nov? I shall be around from 8am to ensure you have everything you require. How many actors require a space for changing, we do have a small 'green' room that could be used for changing, alternatively there are male and female toilets within the theatre.

The price for use of the Theatre from 0800-2300 is Redacted plus vat. If you are

happy with this price I shall get a location agreement sent over to you.

We don't have a professional floor plan of theatre, I have attached a couple of drawings that may be helpful,

Kind Regards,

Redacted

Redacted

[www.amgueddfacymru.ac.uk](http://www.amgueddfacymru.ac.uk) | [www.museumwales.ac.uk](http://www.museumwales.ac.uk)

6 extracts redacted Re Dr Who Wednesday 2nd Nov

Mae Llogi Cyfleusterau a Ffilmio yn cefnogi Amgueddfa Cymru fel elusen gofrestrdig

Venue Hire and Commerical Filming supports National Museum Wales as a registered charity

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Sent: 28 October 2016 10:34

To: Redacted

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chi ein hysbysu. Ni fydd gohebu yn Gymraeg yn peri oedi.

Mae pob neges e-bost a anfonir at neu gan Amgueddfa Cymru yn cael ei sganio gan systemau diogelwch awtomatig. Sganiwyd y neges hon am firysau cyn ei hanfon, ond dylech hefyd wirio bod y neges, a phob atodiad ynddi, yn rhydd o firysau cyn

ei defnyddio. Nid ydym yn derbyn cyfrifoldeb am unrhyw golled neu ddi-frod o ganlyniad i

agor y neges neu unrhyw atodiadau. Gall y neges hon ac unrhyw ffeiliau a atodir ynddi

gynnwys gwybodaeth gyfrinachol a fwriadwyd ar gyfer y derbynnydd yn unig. Os ydych

chi wedi derbyn y neges trwy gangymeriad, hysbyswch ni a dileu'r neges.

Safbwyntiau

personol yr awdur a fynegir yn y neges hon, ac nid ydynt o reidrwydd yn cynrychioli

safbwyntiau Amgueddfa Cymru. Nid ydym yn derbyn cyfrifoldeb am unrhyw wallau, llygredd neu esgeulustod a allai godi wrth drosglwyddo'r neges hon.

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both if you let us know which you prefer. Corresponding in Welsh will not lead to any delay.

6 extracts redacted Re Dr Who Wednesday 2nd Nov

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liability for any errors, corruption or omissions that might arise in transmission of this

message.

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7 extracts redacted Re Reardon Smith

From: Redacted  
Sent: 09 November 2016 15:29  
To: Redacted  
Subject: Re: Reardon Smith

Hi Redacted,

Thanks very much for this. Could you please book us in for dressing on the 6th and filming on the 7th.

I'll be in touch by the end of the week to arrange the Recce for next week.

Thanks,

Redacted

Sent from my iPhone

On 9 Nov 2016, at 13:42, Redacted wrote:

Hi Redacted,

The theatre is booked in for filming on 7th Dec (all day). The space is also free for

additional dressing on, Tuesday 29th and Wednesday 30th Nov, Monday 5th and Tuesday 6th Dec. On the Tuesdays the staff choir will be rehearsing for an hour

on the stage area but would be happy for work to be happening around them if your team are ok with this????

Would you like me to provisionally book any of these dates?

Thanks

Redacted

[www.amgueddfacymru.ac.uk](http://www.amgueddfacymru.ac.uk) | [www.museumwales.ac.uk](http://www.museumwales.ac.uk)

Mae Llogi Cyfleusterau a Ffilmio yn cefnogi Amgueddfa Cymru fel elusen gofrestredig

Venue Hire and Commercial Filming supports National Museum Wales as a registered charity

From: Redacted

Sent: 07 November 2016 10:01

To: Redacted

Cc: Redacted

Subject: RE: Reardon Smith

Hi Redacted

Hope you are well. Redacted is on leave today but back in tomorrow for you to chat

through. I'm afraid that's a busy period in the theatre. The only slots free at the

moment are all day/evening on 21st & 22nd, after 1pm on 23rd, I'm checking on 29th for you but at moment its only free until 5.30pm as there's a provisional that's likely to go ahead in the evening, 30th free until 3.30pm.

All the best

Redacted

[www.amgueddfacymru.ac.uk/llogi](http://www.amgueddfacymru.ac.uk/llogi) | [www.museumwales.ac.uk/hire](http://www.museumwales.ac.uk/hire)

7 extracts redacted Re Reardon Smith

Mae Llogi Cyfleusterau a Ffilmio yn cefnogi Amgueddfa Cymru fel elusen gofrestredig

Venue Hire and Filming supports National Museum Wales as a registered charity

From: Redacted

Sent: 04 November 2016 16:05

To: Redacted

Subject: Reardon Smith

Hi Redacted

Hope your well and enjoying being back at work. Redacted showed us the Reardon Smith when we visited last week and would love to use it once again in Doctor Who. Can you please check if you have availability for a full day's filming on any of these dates. I tried emailing Redacted but the email got returned back to me for some reason.

November 23, 24, 25 - 28, 29, 30.

I'm anticipating that we will probably also need an afternoon the day before to set up lights etc.

I hope you have a good weekend.

Best wishes,

Redacted

YMWADIAD

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7 extracts redacted Re Reardon Smith

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8 extracts redacted Re National Museum Cardiff Filming Quote

From: Redacted  
Sent: 05 December 2016 10:10  
To: Redacted  
Subject: Re: National Museum Cardiff Filming Quote  
Attachments: Redacted

Hi Redacted

Please find attached a location contract and public liability certificate. The set up crew will arrive on site at 0800 on Tuesday 6th December to set up the lights etc. Then on Wednesday the filming will start at 0730. Could we please have access from 0645-0700? Once we finish the filming which I'm hoping will be by 1700 the de-rig crew will take everything away and be done by 2100.

Many thanks,

Redacted