

Note to Broadcasters

Equity, Diversity and Inclusion in Broadcasting – notice of data collection requirements

As part of Ofcom’s Equity, Diversity and Inclusion in Broadcasting programme, we collect data each year on the make-up of broadcasters’ workforces. This enables us to identify underrepresentation and barriers to entry and progression in the UK broadcasting sector, and to develop a more comprehensive picture of what broadcasters are doing to promote diversity and equality of opportunity in their organisations.

In 2022 we reviewed the data we collect from broadcasters and how we collect it. Following a call for inputs on our quantitative survey, and an evaluation of the qualitative data we collect, we have:

- updated our [quantitative data collection](#) questionnaire with expanded and new questions in a more user-friendly tool;
- launched a new [self-assessment tool](#) for qualitative data collection, evaluation and feedback; and
- updated the [guidance](#) we provide to broadcasters, to include more recommendations on inclusive working practices.¹

All broadcast licensees with **more than 20 employees** that broadcast for more than **31 days per year** are required to complete our quantitative data collection questionnaire and some questions in the qualitative self-assessment tool.

Both questionnaires include mandatory and non-mandatory sections. Ofcom could find broadcasters **in breach of their broadcast licence/s** if they do not complete and submit the **mandatory sections** by the required date.²

All broadcast licensees will be sent a **formal information request Notice at the start of April 2023** setting out why Ofcom requires this data and what it will be used for. This will also set out data protection obligations you must comply with before processing any personal data. The request will be sent via email from Ofcom’s **Information Registry**, a centralised team responsible for coordinating Ofcom’s information gathering activities.

- **All broadcasters will be required to inform us if they have 20 employees or fewer and/or if they broadcast for fewer than 31 days per year.**

¹ See: [Equity, diversity and inclusion in broadcasting: tools for change](#) for more information.

² Broadcasters will be given eight weeks to respond; a deadline will be set out in the formal request notice.

In addition to the formal Notice, Licensees will be sent links to the surveys along with log in details. Both surveys will be provided in a **new more user-friendly online tool via Snap Surveys** (replacing previous pdf questionnaires). We will also provide user guidance on how to complete the surveys.

Broadcasters will then have **eight weeks to respond** to both the quantitative questionnaire and the qualitative self-assessment tool.

- The **quantitative questionnaire** should be completed for **employee data as at 31 March 2023**.
- **Some questions** (e.g. related to number of joiners, leavers, training and promotions) should be completed **for the period 1 April 2022 to 31 March 2023**.

Ahead of the formal Notice being issued, Ofcom's Information Registry team will contact broadcast licensees to obtain consent to send the Notice electronically. This email will come from information.registry@ofcom.org.uk.

Broadcasters can contact EDInBroadcasting@ofcom.org.uk with any queries regarding the upcoming information request or our Equity, Diversity and Inclusion in Broadcasting monitoring programme.