

MEMORANDUM

To: All Departmental Heads

From:

Date: 11 April 2006

Re: **Corrections**

May I remind everyone that both the Editor and the editorial legal department (of the Daily or Sunday as appropriate) must be made aware of all complaints, whether written or verbal, as soon as possible after we receive them.

Where publication of a correction is necessary, the wording must first be cleared by the legal department and then approved for publication by the Editor.

No member of staff is authorised to inform or promise any complainant that a particular Telegraph item or reference will be deleted from our website. Website deletions following any complaint or request must in each case be authorised by the legal department, which will then issue the appropriate instructions to our website editor.

Group Managing Editor