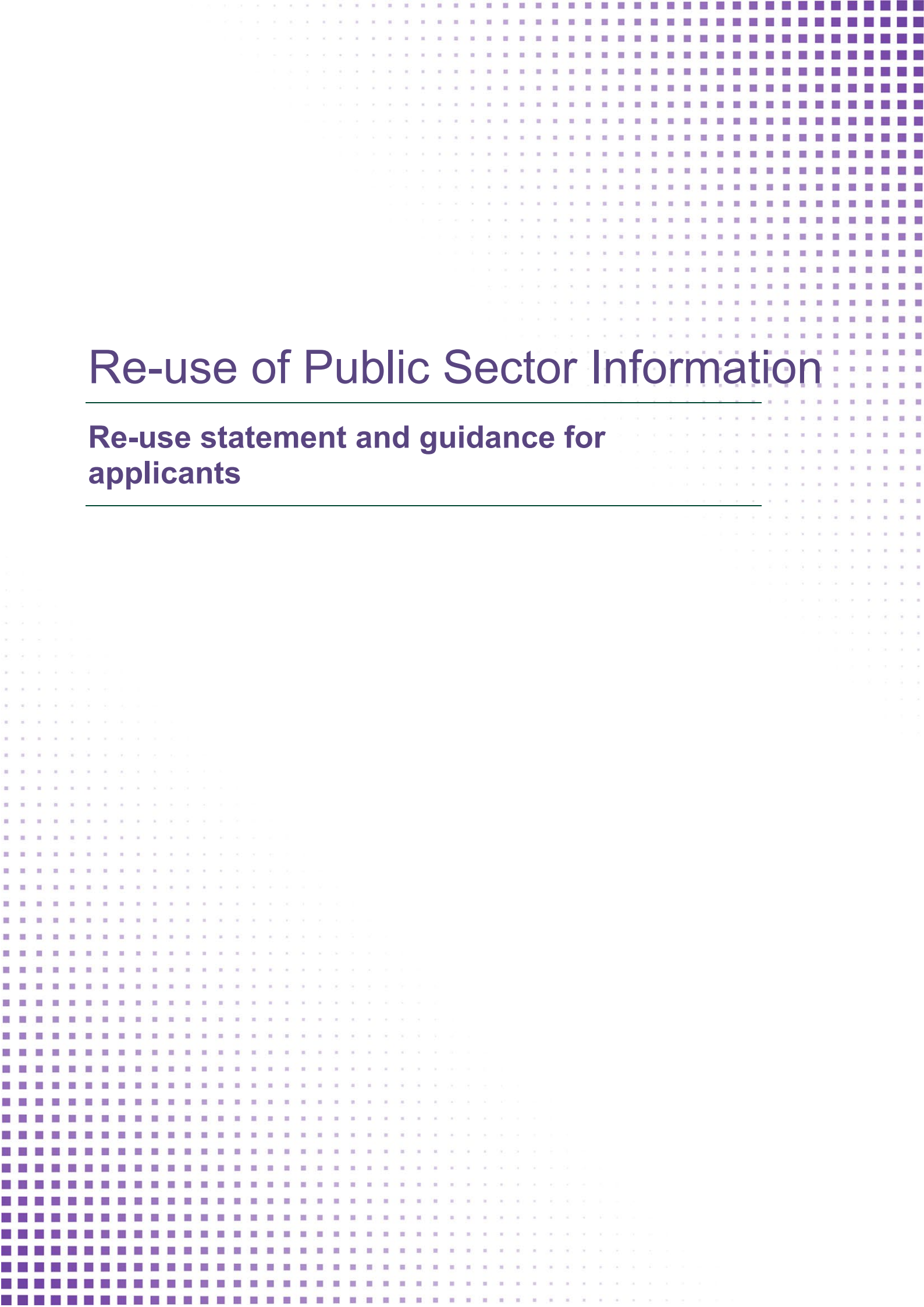




# Re-use of Public Sector Information

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## Re-use statement and guidance for applicants

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## The Commissioner's Re-use statement

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1. The Scottish Information Commissioner complies with the [Re-use of Public Sector Information Regulations 2015](#). We encourage the re-use of the information that we produce, hold and disseminate under our [public task](#).
2. We are open and transparent, and treat all applications to re-use in a fair and non-discriminatory way.
3. This is how we meet our re-use responsibilities:
  - (i) re-use conditions: we have adopted the [Open Government Licence](#)
  - (ii) we have published information about what we [charge](#) for information. Most of our information is free to re-use.
  - (iii) we have published our [Information Asset Register](#), listing the main information that can be re-used
  - (iv) our [Guide to Information](#) lists all the documents or types of documents we make available.
  - (v) we explain in this guidance when you will need to make a request to re-use our information and how to make a complaint under the 2015 Regulations if you are not satisfied with the response.
4. Under the Open Government Licence you are free to:
  - (i) copy, publish, distribute and transmit the information on our website (except for logos and insignia)
  - (ii) adapt the information
  - (iii) exploit the information commercially and non-commercially.You must attribute us as the source of the information.
5. Not all information is covered by the [Open Government Licence](#) and you are advised to read the terms in full.

## Access to our information and re-use requests

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6. Access to information is how you obtain it: re-use is what you do with it when you get it. Re-use means using information for a purpose different from the purpose for which it was initially produced, held or disseminated.
  - (i) Access to information is generally either through our [Guide to Information](#) or by making an information request under [FOI](#). You may also have been given it by a third-party.
  - (ii) If you obtained the information from us, you should not normally need to make a request to reuse it. This is because most of the information we hold and subsequently publish or disclose is covered by the [Open Government Licence](#).
  - (iii) If you obtained information from a third-party, it is a good idea to check whether it is available on our website. If it is, you should not normally need to make a request to

reuse it as information we publish is free to re-use subject to the terms of the [Open Government Licence](#). If you are in any doubt, contact us for advice.

7. If our information is:
  - (i) not published, or
  - (ii) refused under FOI, or
  - (iii) it is not available for re-use under the terms of the OGL,you have a right to make a request to re-use our information under the [Re-use of Public Sector Information Regulations 2015](#).
8. You do not need to send a re-use request for information we publish; you can simply use it subject to the terms of the Open Government Licence.
9. The most likely reason for us refusing a re-use request is because we don't own the copyright. If we know who owns the copyright, we'll let you know if we can.

### **How to make a request to reuse Scottish Information Commissioner information**

10. If you want to make a re-use request, the request must be in writing (e.g. email, letter). You must:
  - (i) give us your name and an address for correspondence
  - (ii) specify the document requested and
  - (iii) state the purpose for which the document is to be re-used.
11. The easiest way to do this is to use our Re-use Request Form, available [here](#). (Let us know if you would like us to send you a hard copy.) It is important that you answer all of the questions in the form as fully as you can. If you do not send us enough information, we may not be able to respond to your request.
12. Information will usually be supplied to you in the form it was originally produced or held (e.g., in paper rather than machine-readable digital format). We are not required to reformat the information to suit a re-use request, but if you tell us what form you would like the information in, we may be able to help.
13. We will respond to your re-use request in 20 working days. For high-volume or complex requests, we can extend this but we will tell you within 20 working days if this is the case.
14. Most of the information we make available is free to re-use. If there is a charge for the information (and it cannot be more than marginal cost) we will tell you. There is more information in our [Charging for Information Policy](#).

### **Complaints about the Commissioner's approach to re-use**

15. You have the right to complain if you think we are not complying with any aspect of the 2015 Regulations. Re-use complaints can only look at issues about re-use: e.g., charging, what information falls within our public task, how we handled your request.
16. Your re-use complaint should:
  - (i) be in writing (this includes by email)
  - (ii) include your full contact details

- (iii) explain what you are complaining about, including, as far as possible, what sections of the 2015 Regulations you think we are not getting right and why
  - (iv) say what you would like us to do to resolve your complaint.
17. Complaints about access to information are covered by FOI. If we have refused to disclose information and you are unhappy with our response, you may ask for a review under FOI. There is more guidance on your FOI rights on our website [here](#).
  18. If you are unsure about how to complain, contact us and we will help.
  19. If you would like more detailed information about the re-use of public sector information, contact the [National Archives](#)

## Contact us

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[illegible]