Checklist for public sector bodies: Get ready for re-use of public sector information

Compliance with The Re-use of Public Sector Information Regulations 2015 will be mandatory but also beneficial to public sector bodies – it will enhance their transparency and accountability, while re-use will continue to enable economic and social benefits.

<table>
<thead>
<tr>
<th>DEFINE</th>
<th>CREATE</th>
<th>MAKE</th>
<th>COMPLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benefits of re-use and transparency</td>
<td>Information asset register</td>
<td>Data accessible and re-usable, open and machine-readable when possible</td>
<td>With the 2015 Regulations</td>
</tr>
<tr>
<td>Public task</td>
<td>Cross-body team with a Re-use Champion to lead</td>
<td>Licences as open and non-restrictive as possible</td>
<td>With other applicable legislation such as access to information legislation</td>
</tr>
<tr>
<td>Scope of public sector information available for re-use</td>
<td>Clear and fair charging information</td>
<td>Information available at marginal cost*, which will be nil for most online and digital data</td>
<td>With any applicable local government requirements</td>
</tr>
<tr>
<td>How you will demonstrate compliance</td>
<td>Clear and fair internal complaints process</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Define the benefits of public sector information access and re-use (and open data and open licensing wherever possible) for your public sector body. Think about benefits to legal, political, social, economic, organisational and technical aspects of your public task.
- Define and publicise your public task, whether it is statutory or by common administrative practice.

* Certain public sector bodies will be permitted to charge above marginal cost under the 2015 Regulations.
✔ Create and publish a statement of re-use (see an example). A statement will help re-users know up front what material you offer for re-use and any conditions.

✔ Capitalise on your publication scheme to develop an asset list register so you know details of what information you have, and which information to make re-usable under the 2015 Regulations – this is aligned to your public task.

✔ Create or update your third-party intellectual property rights register and include contact details of third-party rights holders where known (while still complying with the Data Protection Act).

✔ Consider how you can make your information and metadata open and machine-readable whenever possible (preferably not aggregated) – you could make an open data/digitisation plan if your body does not already have one.

✔ Offer open licences whenever possible, or at least non-restrictive as possible – the Open Government Licence (OGL) is preferred. If you are a Crown body or want to licence Crown copyright information, you must seek permission from the Keeper of Public Records at The National Archives before you may do so.

✔ Offer information at marginal cost, which will usually be nil for online or digital information. If you are permitted to charge for re-use, develop a clear and equitable pricing structure and publish details up front (e.g. in your re-use statement).

✔ Create or update your internal complaints process to manage any issues with requests for re-use. Requests may be escalated to a binding decision-making body, so ensure you have a robust internal process in place.

✔ Create a re-use team so all aspects of access and re-use can be managed effectively. Include people who manage copyright and licensing, data and IT, access to information, information/records managers, communications and press, and finance/commercial development staff as appropriate.

✔ Nominate a re-use champion (for example, the person who is listed as your nominated contact with the Information Commissioner) to lead the re-use team and manage compliance.

✔ Ensure you comply with the Local Government Transparency Code (if applicable) and the Data Protection Act, and any other applicable legislation.

✔ Determine how you will demonstrate your public sector body’s compliance with the 2015 Regulations.

More information:

The National Archives’ website has many resources on public sector information and re-use, including guidance and additional resources for the 2015 Regulations.