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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.

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

✔ 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.