

Template statement on the re-use of public sector information

For public sector bodies to publish in line with the Re-use of Public Sector Information Regulations 2015

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The National Archives

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Email enquiries regarding the re-use of this information to: psi@nationalarchives.gsi.gov.uk

Who should read this?

Every public and cultural sector body should be clear and transparent about what information they produce, hold or disseminate which is available for re-use under the Re-use of Public Sector Information Regulations 2015 (the '2015 Regulations').

Staff from across your public sector body, including information rights, data protection, communications, copyright, licensing and web content staff should be involved in developing and reviewing your statement.

Why do I need a statement on re-use?

A statement will help re-users know up front what material is available for re-use. It will help you meet government requirements for transparency and clarity about your public sector information, its copyright status, and any licensing terms and conditions. It also relates to defining your [public task](#).

Re-use means using information for a different purpose than the one for which it was originally produced, held or disseminated.

What is public sector information?

Any information, whatever its medium (form) – including print, visual, digital or electronic, and sound recordings – produced, held or disseminated by a public sector body is considered public sector information ('PSI').

It includes an enormous range: corporate information such as reports and financial data, codes of practice, press releases, raw data, public records, statistics, still and moving images, artefacts, publication schemes, and so on.

All public sector bodies are required to make their information available for re-use under standard licences that are as non-restrictive as possible. There are some re-use and licensing exceptions for cultural bodies and for bodies permitted to charge for information. These are explained in our [Guidance on the implementation of the Re-use of Public Sector Information Regulations 2015](#).

Information with copyright owned by someone other than your public sector body is excluded from 2015 regulations.

Information produced or held outside your [public task](#) is excluded from 2015 regulations.

Information must be accessible (not excluded or restricted) to be re-usable.

Publication and review of your statement

Keep your statement of re-use updated in accordance with a review schedule that you set. Review should be periodic, open to public consultation, and published (e.g., on your website).

You should also update your statement to reflect any changes to your public task. Changes may occur following new legislation or machinery of government changes.

Template statements

Sample short statement

Re-use of [Name of Public Sector Body] Public Sector Information

- State that you are a public sector body [under statute or by common administrative practice]
- Link to relevant legislation
- Describe your public task or link to your statement of public task
- Link to your [publication scheme/information asset list](#)
- Describe your licensing and any permitted conditions
- Describe how you determine charges, if any (if you are permitted to charge above marginal cost)
- How to request re-use

Sample detailed statement

Re-use of [Name of Public Sector Body] Public Sector Information

[Name of public sector body] complies with the [Re-use of Public Sector Information Regulations 2015](#) and we encourage the re-use of the information that we produce, hold and disseminate.

We are open and transparent, and treat all applications to re-use in a fair and non-discriminatory way.

Here are details of how we meet our re-use responsibilities:

- re-use conditions / standard licence terms or [Open Government Licence](#) [see *additional statements below*]
- publication of information about charging [insert link]
- asset list of main information that can be re-used [insert link]
- details of any exclusive agreements [insert link]
- details of how to make a complaint under the 2015 Regulations [insert link]

Add if you use the Open Government Licence:

You are free to:

- copy, publish, distribute and transmit the information on our website (except for logos and insignia)
- adapt the information
- exploit the information commercially and non-commercially

and you must attribute us as the source of the information.

Add if you use a Non-commercial Government Licence:

You are free to:

- copy, publish, distribute and transmit the information on our website (except for logos and insignia)
- adapt the information
- exploit the information only non-commercially

and you must attribute us as the source of the information.

Add if you use a Charged licence:

You may re-use the information, for example by:

- copying, publishing, distributing and transmitting it
- adapting it
- exploiting it commercially (including by combining it with other information, data or applications, or your own product)

You must not assign or sub-license your rights under this Charged Licence to any other person, unless it is in the context of issuing an end-user licence.

Add if you use a standard licence:

If you wish to re-use any of the information that we produce, hold or disseminate please complete the application form [insert link] and return it to us. Applications can also be made in writing to:

[insert contact details]

In accordance with the Re-use of Public Sector Information Regulations 2015 [insert link] we will respond to all applications within 20 working days.

Resource:

[The National Archives – Template form for requesting re-use](#) (for public sector bodies to adapt)