



## LICENCE TO REPRODUCE PUBLIC SECTOR INFORMATION

### Introduction

A. This Licence explains how users throughout the world may reproduce certain Crown copyright information and Public Sector Information. It helps meet the UK public sector's responsibilities under the Regulations on the Re-use of Public Sector Information see [www.opsi.gov.uk/si/si2005/20051515.htm](http://www.opsi.gov.uk/si/si2005/20051515.htm).

B. This Licence is an offer of terms from the Controller of HMSO and the Queen's Printer for Scotland and it explains:

- the policy for the re-use of Crown Information and Public Sector Information;
- the range of information that is covered by the Licence;
- how the arrangements will operate;

C. HMSO, as defined below, has been authorised by certain public sector organisations to license the re-use their Public Sector Information.

### 1. Purpose and Scope of this Licence

1.1 The main purpose of this Licence is to provide you with a streamlined system that lets you re-use a wide range of Crown Information and Public Sector Information.

1.2 This Licence does not cover computer programs, software, personal identity documents, and Crown Value Added products or services that have been developed by government. These works will continue to require separate licensing arrangements. Please contact the relevant copyright owner for further details.

1.3 There is also some Crown Information where we have already agreed to waive Crown copyright. Crown Information that is subject to a waiver is not covered by this Licence as you may reproduce it freely under the terms of OPSI's Guidance Notes listed below:

<b>Crown Information in which copyright has been waived</b>	<b>Guidance Note</b>
Legislation	OPSI Guidance Note 6 Queen's Printer for Scotland Guidance Note 1
Unpublished Public Records	OPSI Guidance Note 3
Government Press Notices	OPSI Guidance Note 9 Queen's Printer for Scotland Guidance Note 2
National Curriculum Material for England	OPSI Guidance Note 8
National Curriculum Material for Wales	OPSI Guidance Note 10

The above list may be updated from time to time. Details will be posted on our website.

## **2. Definitions**

In this Licence, the terms below have the following meanings:

- |     |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2.1 | Application        | your completed Application Form                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 2.2 | Application Form:  | the Click-Use Licence application form                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 2.3 | Crown Information: | information from Official Sources which is central to the core responsibilities of Government and is protected by Crown copyright or the copyright of the Queen's Printer and Controller of HMSO or the Queen's Printer for Scotland. It also includes information where the copyright has been assigned to or acquired by the Crown.                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 2.4 | Crown Value Added: | this Licence uses the HM Treasury definition which is: "Value is added to Material enhancing and facilitating its use and effectiveness for the user, for example through further manipulation, compilation and summarisation into a more convenient form for the end-user, editing and/or further analysis and interpretation, or commentary beyond that required for policy formulation by the relevant Department with policy responsibility. It also includes supplying retrieval software, or where the material is included as part of the compilation of related data, and where there is not necessarily a statutory or operational requirement for Government to produce the material" <i>[Source: Cross Cutting Review of the Knowledge Economy – Review of</i> |

*Government Information. HM Treasury  
December 2000].*

For an illustrative list of Value Added products and services see the OPSI website at [www.opsi.gov.uk/click-use/value-added-licence-information/examples-of-value-added-material.htm](http://www.opsi.gov.uk/click-use/value-added-licence-information/examples-of-value-added-material.htm)

- 2.5 Department: UK Government departments and agencies which produce Crown copyright protected information. For a list of these Crown bodies see the OPSI website [www.opsi.gov.uk/advice/crown-copyright/uk-crown-bodies.htm](http://www.opsi.gov.uk/advice/crown-copyright/uk-crown-bodies.htm).
- 2.6 End-User Licence: a licence issued by publishers of electronic products and publications. It gives the terms under which users or subscribers may access the content of these products and publications.
- 2.7 HMSO: the Controller of Her Majesty's Stationery Office in her capacity as Queen's Printer and the Queen's Printer for Scotland. She is responsible for managing the copyrights owned by the Crown. The term also includes Her Majesty's Stationery Office and the Office of the Queen's Printer for Scotland. HMSO operates from within the Office of Public Sector Information.
- 2.8 Information Asset Register (IAR): a list of information resources held by Departments. See [www.opsi.gov.uk/iar/index.htm](http://www.opsi.gov.uk/iar/index.htm) for more information.
- 2.9 Licence: this offer of terms and the Application Form.
- 2.10 Material: Crown Information and Public Sector Information.
- 2.11 Mandate List a list of Public Sector Organisations that are participating in the Click-Use Licence scheme, together with links to their websites. See [www.opsi.gov.uk/click-use/system/licenceterms/WPSMandate.pdf](http://www.opsi.gov.uk/click-use/system/licenceterms/WPSMandate.pdf)
- 2.13 Official Source: any publication, product or information service which has been made available to the public by or on behalf of a Department or Public Sector Organisation. It also includes Material

		featured on a Department or Public Sector Organisation's website and unpublished datasets which are listed on the Information Asset Register.
2.14	OPSI	Office of Public Sector Information.
2.15	Our, us and we:	HMSO.
2.16	Public Sector Organisation(s):	any organisation other than a Department whose information is covered by the Click-Use Licence. Details can be found on the Mandate List.
2.17	Public Sector Information:	copyright protected information, produced by Public Sector Organisations, that we have been mandated to license under this Licence. Further details are published on the Public Sector Organisations' websites. Links to these websites can be found on the Mandate List.
2.18	You:	any person, organisation or company who wishes to reproduce the Material which is covered by this Licence.

### **3. How Can I Obtain a Licence?**

3.1 Please read the terms of this Licence first. Then fill in the Application Form at [www.opsi.gov.uk/click-use/index.htm](http://www.opsi.gov.uk/click-use/index.htm).

3.2 Once we have received your Application you will receive the following details from us:

- your unique Licence number; and
- the start date of your Licence.

If you apply online you will receive automatic confirmation of these details by return. Otherwise you will be sent the confirmation details within two working days. As long as you keep to the terms of the Licence, it will last for five years unless you choose to terminate before then.

3.3 We list the names and addresses of all Licence holders on our website because we want:

- to be open about who has a Licence; and
- to help applicants, particularly those from large organisations, to check whether they already have a Licence.

We will not use this information for marketing or publicity purposes. If you are a private individual you can indicate on the Application Form whether you are willing to have your details listed.

#### **4. The Material Covered by this Licence**

All Material may be reproduced under this Licence unless it is covered by paragraphs 1.2 and 5.

#### **5. Items Falling Outside the Scope of this Licence**

5.1 Crown Information where the licensing responsibility has been delegated to the originating Department see [www.opsi.gov.uk/ifts/ifts-members.htm](http://www.opsi.gov.uk/ifts/ifts-members.htm). This list is subject to change. All changes will be posted on our website.

5.2 Crown Information which is covered by security classification, legal or policy restrictions. This includes personal identity documents such as driving licences and passports. Exempt information specified under Freedom of Information legislation is not covered by this Licence.

5.3 Material which includes personal information about named individuals.

5.4 Photographs and films held in photographic or film archives (including web based archives) which will continue to be covered by present licensing and supply arrangements.

5.5 Crown Information where the re-used version must be approved by a Department. This includes information on government websites which can change frequently and where re-using out of date information could mislead the public. This will be made clear on the websites. For a list of these items see [www.opsi.gov.uk/click-use/core-licence-information/out-of-scope.htm](http://www.opsi.gov.uk/click-use/core-licence-information/out-of-scope.htm).

5.6 Crown Value Added information, data, products and services including commercial database products, which have been developed by Departments, often in conjunction with private sector partners. It also includes maps and mapping data. Wherever possible this type of information, data, products and services produced after 1 April 2001 will feature a statement confirming its Crown Value Added status.

You will find a regularly updated list of Crown Value Added products and services at [www.opsi.gov.uk/click-use/value-added-licence-information/examples-of-value-added-material.htm](http://www.opsi.gov.uk/click-use/value-added-licence-information/examples-of-value-added-material.htm) to help you identify products which fall within this category. This list is for illustration only. If you have any doubts as to whether something is Crown Value Added, please contact us.

5.7 Computer programs and software.

5.8 Any Material where the copyright is owned by a third party.

5.9 Material, including technical drawings and diagrams which relate to wider Intellectual Property Rights in patents, trademarks, design rights, registered design rights and inventions.

## **6. How the Material may be reproduced**

In this Licence, to *reproduce* includes the following non-exclusive rights throughout the world:

- 6.1 publishing the Material in any medium. This includes featuring the Material on websites which can be accessed via the internet or via an internal electronic network or on an Intranet;
- 6.2 authorising users and subscribers, who use your electronic or digital products to access the Material by means of an End-User Licence. This will normally allow users and subscribers to download the Material to screen and printer for their own use. It does not otherwise allow you to authorise the reproduction of the Material;
- 6.3 translating the Material from the English, Gaelic or Welsh language into other languages, provided that the translations are accurate and made by a competent translator;
- 6.4 copying the Material for research or study;
- 6.5 converting to braille and other formats for people who are visually impaired;
- 6.6 copying by libraries.

## **7. Supply of Material**

- 7.1 In most cases you will be able to reproduce the Material from the Official Source as long as you are careful not to infringe the copyright of another party. You may reproduce the Material by whatever means you choose, including scanning, downloading from a Department or Public Sector Organisation's website or by rekeying.
- 7.2 Details of the availability of Material will generally be contained on individual IAR records. You can find these by going to the central *inforoute* website [www.opsi.gov.uk/iar/index.htm](http://www.opsi.gov.uk/iar/index.htm). The details will include the available formats, where the Material can be obtained and at what cost. If the Material is not readily available in a published form or if you want the Material to be supplied in a particular format, please contact the Department or the Public Sector Organisation explaining your requirements. The supply of Material in a particular format may involve a charge which will reflect any direct costs incurred by the originating Department(s) or Public Sector Organisation.

## **8. Charging Policy**

You will only be charged if there is a cost in supplying the Material to you or converting data from one format or medium into another (see paragraph 7.2). You can, therefore, reproduce the Material covered by this Licence direct from an Official Source without any charge.

## **9. Your Obligations**

You must:

- 9.1 give accurate information on your Application and let us know if any of these

details change;

9.2 let us know if you want to cancel the Licence;

9.3 reproduce only Material which is covered by this Licence;

9.4 reproduce Material accurately from the current Official Source except where you make it clear that there is a more up to date version available;

9.5 identify the source of the Material and feature the following copyright statement if you publish the Material:

*Reproduced under the terms of the Click-Use Licence.*

9.6 not use the Material for the principal purpose of advertising or promoting a particular product or service, or in a way which could imply that it is endorsed by a Department or a Public Sector Organisation;

9.7 not use the Material in any way that is likely to mislead others;

9.8 not reproduce official imprints, departmental logos or badges, crests, medals and insignia of Her Majesty's Armed Forces. The Royal Arms may be reproduced only where they form an integral part of the Material and you are reproducing them in that context;

9.9 not present your version of the Material as being the Official Source, for example by replicating the Official Source's style and appearance.

9.10 allow us to inspect copies of any works which include the Material to check that you have kept to the terms of this Licence.

## **10. Our Obligations**

We aim to:

10.1 confirm receipt of the Application Form promptly;

10.2 quickly put right any difficulties or answer any queries which you may have;

10.3 handle all Licences in a way that is fair and consistent;

10.4 give you details of any changes to this Licence.

If you are dissatisfied with the standard of service you receive from us, you can make a formal complaint. We will deal with it by following our complaints procedure. You can find this on our website at: [www.opsi.gov.uk/about/contact-us/complaints/index.htm](http://www.opsi.gov.uk/about/contact-us/complaints/index.htm) or please email us at [OPSIquality@cabinet-office.x.gsi.gov.uk](mailto:OPSIquality@cabinet-office.x.gsi.gov.uk) or phone 01603 723023 and we will send you details.

## **11. Changes to the Terms of this Licence**

We have the right to change the terms of this Licence. We will give you details of any

changes in writing or by email to the last contact address that you gave us. Unless you tell us otherwise within 14 days of receiving notice of the changes, we will assume you are content for your existing Licence to continue on the revised and extended terms.

## **12. Termination**

12.1 We both reserve the right to terminate this Licence if there is a material breach of any of the terms and the breach is not remedied within 60 days of notification of the nature of the breach.

12.2 You also have the right to terminate the Licence at any time by e-mail or in writing.

## **13. Assignment**

You must not pass your rights under this Licence to anyone else.

## **14. Disclaimer**

Your use of the Material under this Licence is entirely at your own risk. We make no warranty, representation or guarantee that the Material is error free.

## **15. Further Information**

If you would like any further guidance about the re-use of public sector information, please visit our website at [www.opsi.gov.uk](http://www.opsi.gov.uk) or contact us at:

OPSI  
Information Policy Team  
St Clements House  
2-16 Colegate  
Norwich  
NR3 1BQ

phone: 01603 621000  
fax: 01603 723000  
email: HMSOlicensing@cabinet-office.x.gsi.gov.uk

## **16. Governing Law**

This Licence is made under the laws of England and Wales and comes under the exclusive jurisdiction of the courts of England and Wales.

If the Material you are reproducing was originated by the Scottish Administration, the Scotland Office, or a Scottish public authority (within the meaning of Section 126(1) of the Scotland Act 1998) the laws of Scotland shall apply, and this Licence will come under the exclusive jurisdiction of the Scottish courts.

If the Material you are reproducing was originated by part of the Northern Ireland administration or a Northern Irish Public Sector Organisation, the laws of Northern Ireland apply, and this Licence will come under the exclusive jurisdiction of the Northern Irish courts.