

Form for requesting re-use of Shetland Islands Council public sector information

Notes to re-use requesters

Remember:

re-use means using information for a purpose different from the purpose for which it was initially produced, held or disseminated.

About re-use

- Public sector bodies are expected to make most of their information re-useable. However, some requests for information deemed unsuitable for re-use may be declined (for example because it has not been published and would not be accessible under access legislation such as the Freedom of Information Act).
- Information may be supplied to you in the form originally produced or held (e.g., in paper or film rather than machine-readable digital format). Public sector bodies are not required to reformat the information to suit a request.
- The standard reply timeframe for re-use requests is 20 working days. For high-volume or complex requests, the public sector body may take longer, although they must tell you within 20 working days if this is the case.
- You may be required to have a licence agreement with the public sector body, but the licence must be standard and the terms and conditions as non-restrictive as possible. Some public sector bodies are allowed to charge more than marginal cost for re-use.
- The [Re-use of Public Sector Information Regulations 2015](#) require re-use requests to include certain information. Other information is necessary to determine which form of licence is appropriate for the intended re-use.

Content of your request

- Be specific about what information you want:
 - is it from a particular location or body
 - what period of time
 - level of detail (e.g., a summary or all information)
 - preferred format of information (e.g., XML, CSV, Shapefile, etc)
- Be specific on how you intend to re-use the information.
- If your request is for information which has not yet been published, you should send your request directly to the Council as a simultaneous Freedom of Information (Scotland) Act and re-use request.

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Send completed form to: foi@shetland.gov.uk

Request to re-use information produced or held by Shetland Islands Council	
Title: Miss/Mrs/Ms/Mr	
Name	
Organisation (if applicable)	
Address	
Postcode	
Telephone	
Email	
Indicate what information you wish to re-use (provide as much detail as possible)	
Please indicate how you wish to re-use the information (for example, on an intranet site, to copy for in-house training papers, for commercial publication)	
If you are planning to publish the information, please provide details such as publication title, website address, name of publisher	
Send completed form to: foi@shetland.gov.uk	