



## PUBLIC SECTOR INFORMATION GUIDANCE NOTE 2: RE-USE OF WEBSITE INFORMATION

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**This explains how you can authorise the re-use of information by using notices on your website. This avoids having to issue a formal licence.**

### **Background**

1. Under Regulation 16 of the PSI Regulations, public sector organisations have a responsibility to specify any:
  - applicable conditions for re-use; and
  - standard charges for re-use.
2. This note explains how public sector organisations can authorise the re-use of information by using notices on their websites.
3. A copyright licence is the means by which a copyright owner allows somebody else to re-use their copyright information.
4. There are basically three options for allowing re-use of information. These are:

#### **Option A - By Implied Licence**

This involves giving permission by means of a notice appearing on a website. The advantage of this option is that once you have published the notice there is virtually no administration at all. The disadvantage is that you will not necessarily know who is authorised to re-use your information. Also there is less scope for covering a wide range of terms and conditions.

The implied licence approach works best where you are content to see the information re-used and are not seeking to charge for its re-use.

#### **Option B – By using the Click-Use Licence**

This involves authorising OPSI to license the re-use of your information via the Click-Use Licence. The advantage of this option is that you will not have to develop

your own standard licence in order to meet your responsibilities under the PSI Regulations. This is dealt with in more detail in PSI Guidance Note 4.

### **Option C - By Formal Licence**

This involves a contractual arrangement between the copyright owner and the re-user. The advantage of this approach is that it gives you a greater element of control. You will know precisely who is authorised to re-use your information. It also gives an opportunity to specify particular terms and conditions. The disadvantage is that it requires rather more administrative effort than Options A and B and it can take longer to transact.

The formal licence approach is suitable when you are licensing the re-use of commercial information and are seeking a financial return. It follows that it will contain details involving payment arrangements and invoicing. This is dealt with in more detail in PSI Guidance Note 5.

5. This note covers the Option A approach. It is based on the assumption that you are content for the information published on your website to be re-used free of charge provided that it is acknowledged and is not misused.

### **Why is action required?**

6. Action is required for the following reasons:
  - to be transparent about the terms of re-use of information published on your website;
  - it confirms who owns the copyright;
  - it encourages users to establish links to your website; and
  - to reduce unnecessary applications for re-use.

### **Action**

7. Insert the following sample wording on your website:

## Website Notice

© *[Name of public sector organisation]* 200\*

The information featured on this website is the copyright of *[Name of public sector organisation]* unless otherwise indicated. You may re-use the information on this website free of charge in any format. Re-use includes copying, issuing copies to the public, publishing, broadcasting and translating into other languages. It also covers non-commercial research and study. Re-use is subject to the following conditions. You must:

- acknowledge the source and our copyright in cases where you supply the information to others;
- reproduce the information accurately;
- not use the information in a misleading way;
- not use the information for the principal purpose of advertising or promoting a particular product or service.

You may establish links to this website.