



## **Public Sector Information (PSI)**

### **When FOI ends, PSI begins**

Since 1 July 2005, a European Directive has allowed people to apply to re-use information held by the Council. This directive aims to achieve harmony across the European Union of the rules and administration on the re-use of public sector information (PSI). The phrase 're-use' means using the information stored by us for a purpose other than that for which the document was originally produced.

The Freedom of Information Act (FOIA) has given the general public the right to access information that is held by the Council. Although most information available from the Council is copyrighted to the Council.

### **Copyright**

The supply of documents to a member of the public or applicant by the Council (e.g. under the FOIA) does not grant the right to re-use this information in a way that would infringe any copyright on those documents. For example, an applicant would not be permitted to make copies, to publish, or issue copies to any other person/s. Brief extracts of any of the material may be reproduced without the Council's permission, under the fair dealing provisions of the [Copyright, Designs and Patents Act 1988](#) (sections 29 and 30) for the purposes of:

- research for non-commercial purposes
- private study
- criticism
- review
- news reporting

This is subject to an acknowledgement from the Council as the copyright owner. However, wider re-use requires permission. The Council may choose to allow re-use under licence, imposing conditions on the re-use of the information to ensure it is not used in a manner inconsistent with the Council's copyright; and charge a re-use fee.

### **What kind of information will become available for re-use?**

The public sector collects and collates a vast array of information that could easily be used by the commercial sector. We are currently cataloguing the information which can be re-used and this will form part of our publication scheme.

### **How do I make a request to re-use information?**

A valid request must:

- be in writing
- state your name and address
- specify the document which you would like to re-use

All requests for re-use should be sent to:

Freedom of Information Officer  
Huntingdonshire District Council

Pathfinder House  
St Mary's Street  
Huntingdon  
Cambs  
PE29 3TN

Or by e-mailing:

[freedomofinformation@huntingdonshire.gov.uk](mailto:freedomofinformation@huntingdonshire.gov.uk)

### **How long will it take the Council to respond to my request?**

We have to respond to your request within 20 working days. Occasionally the response time may need to be extended. If this is the case for your request, we will always give you an explanation for the extension and will also tell you when we will respond by.

When we respond we will tell you that either:

- the requested document is available for re-use
- conditions are attached to the re-use
- or the request has been refused

### **Will permission always be granted to re-use information?**

No, you will not always be granted permission to re-use information. The regulations allow us to refuse requests for any of the following reasons:

- the document contains information in which intellectual property rights are owned by a third party
- the contents of the document are exempt from disclosure under the [Freedom of Information Act 2000](#)
- the document does not fall within the Council's statutory functions

### **How will you process my request?**

Wherever possible we will always process your request electronically and also make the documents you wish to re-use electronically available. However, we are not obligated to create or adapt a document in order to comply with a request for re-use. Nor are we required to provide an extract from a document where it would involve unreasonable effort.

### **Will I be able to re-use information in whatever way I want to?**

Occasionally we will impose conditions on the re-use of information and these will be imposed by License.

### **What do I do if I'm not happy with how my request has been handled?**

You can ask for an internal review, which should be made in writing within 40 days of notification of the decision. Requests for internal reviews should be sent to:

Freedom of Information Officer  
Huntingdonshire District Council  
Pathfinder House  
St Mary's Street  
Huntingdon  
Cambs  
PE29 3TN

Or by e-mailing:

[freedomofinformation@huntingdonshire.gov.uk](mailto:freedomofinformation@huntingdonshire.gov.uk)

If you are still unhappy following the outcome of the internal review, you can write to The Office of Public Sector Information.

## Charges

Regulations state that when allowing re-use of information, public authorities can make a 'reasonable return on investment.' In calculating a licence fee the Council will take into account the following:

- the Council's intellectual property, e.g. information that has a commercial value. A charge for this would be determined on a case by case basis
- charges for staff time  
A fee of £25.00 per hour will be charged in respect of staff time for making the requested information available to the applicant for re-use. This may vary depending on the seniority of the member of staff who is required to manage the request.
- charges for materials  
The following charges may apply:

Photocopying	Black & White	A3	10p per sheet
Photocopying	Black & White	A4	5p per sheet
Photocopying	Colour	A3 or A4	60p per sheet
Printing	Black & White	A3	10p per sheet
Printing	Black & White	A4	5p per sheet
Printing	Colour	A3 or A4	60p per sheet
CDs	Electronic Data	N/A	10p per CD
Microfiche/Microfilm	N/A	N/A	10p per frame
Converting to electronic format	N/A	N/A	Incurred costs – varies
Converting to microfiche or microfilm	N/A	N/A	Incurred costs - varies