

## Request to re-use information produced or held by the Scottish Information Commissioner



(boxes will expand as you type)

<b>About you</b>	
<b>Title</b> E.g. Miss/Mrs/Ms/Mr/Dr	
<b>Name</b>	
<b>Organisation</b> (if applicable)	
<b>Email</b>	
<b>Telephone</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>What is your preferred method of contact?</b>	
<b>About the information</b>	
<b>What information do you wish to re-use?</b> Provide as much detail as possible to help us confirm exactly what you want to re-use	
<b>Do you have the information?</b> If you do, and could send us a copy, or the web link to it that would be very helpful.	
<b>Have you already asked for the information under FOI?</b> If you have, please give details. If you asked us, tell us your reference number. If you asked another public body, tell us which and, if possible, send a copy of the response.	
<b>In what format do you need the information for re-use?</b>	
<b>How do you wish to re-use the information?</b> For example, on an intranet site, to copy for in-house training papers, for commercial publication	
<b>Do you plan to publish the information?</b> If yes, please provide details: publication title, website address, name of publisher	
<p><b>Where to send your form</b></p> <p><b>Email</b> your form to us at: <a href="mailto:enquiries@itspublicknowledge.info">enquiries@itspublicknowledge.info</a> or</p> <p><b>Print</b> it and send it to: <b>The Scottish Information Commissioner</b>, Kinburn Castle, Doubledykes Road, St Andrews, Fife, KY16 9DS</p> <p>t 01334 464610 f 01334 464611</p>	

**It is important** that you answer all of the questions as fully as you can. This is because the Re-use of Public Sector Information Regulations 2015 require re-use requests to include certain information. This form is available [here](#).

**You do not need to send a re-use request for information we publish; you can simply re-use it subject to the terms of the [Open Government Licence](#).**

