

Re-use of Public Sector Information

National Records of Scotland (NRS) complies with the Re-use of Public Sector Information Regulations 2015 (RPSI) and we encourage the re-use of the information that we produce, hold and disseminate.

We are open and transparent, and treat all applications to re-use in a fair and non-discriminatory way.

The functions NRS carries out are explained in our [Statement of Public Task](#). Information produced, collected or held by NRS in performance of our public task falls within the scope of RPSI.

Information available for re-use

Our [Publication Scheme](#) lists the the classes of information that we make routinely available and tells you how to access information and what it might cost.

Our [Open Data Publishing Plan](#) describes statistical data that can be used and shared by anyone, for any purpose, without restriction and for free.

We state clearly on its websites which information can be used under the [Open Government Licence \(OGL\)](#), and which information you will need to request specific permission to re-use.

You can find more details on the following webpages:

[National Records of Scotland website – Copyright and disclaimer](#)

[Scotland's Census – Using Census Data](#)

[ScotlandsPeople – Copyright](#)

[The Scottish Register of Tartans – Copyright](#)

[The Scottish Archives Network – Terms and conditions](#)

[ScottishDocuments.com – Copyright](#)

[ScottishHandwriting.com – Terms and conditions](#)

[Scottish Archives for Schools – Copyright](#)

Information not available for re-use

The RPSI do not apply to information that would be exempt from disclosure under information access legislation – the General Data Protection Regulation (GDPR) and Data Protection Act 2018, the Freedom of Information (Scotland) Act 2002, the Environmental Information (Scotland) Regulations 2004 and the INSPIRE (Scotland) Regulations 2009.

The RPSI also do not apply to information where someone else holds the intellectual property rights. Many of the collections in the archives have been deposited by private owners who retain copyright.

Charges

Section 15 of the RPSI allows archives to charge for permitting re-use. Information about our fees and charges are available on our websites:

[NRS fees and charges](#)
[ScotlandsPeople website fees and charges](#)

How to make a request

If you wish to make a request for re-use, you should submit your request in writing (see contact details below). Please state your name and an address for correspondence; specify the document requested; and state the purpose for which the document is to be re-used. We will respond to your request within 20 working days.

If you have any further questions about re-using information, please do not hesitate to contact us in writing either by post to:

Head of Commercial Services and Business Development
National Records of Scotland
General Register House
2 Princes Street
Edinburgh
EH1 3YY

or by email: customerservices@scotlandspeople.gov.uk.

How to make a complaint

If you wish to make a complaint about our failure to comply with any requirement of the RPSI please follow our [complaints procedure](#).