

## Middlesex University Library

### RPSI Regulations 2015: Public Task Statement

Middlesex University Library is now subject to the [Re-use of Public Sector Information Regulations 2015](#) (RPSI Regulations) under which you may apply to re-use public sector information created or held by the Library that falls within the Library's public task.

#### Statement of Public Task

This statement sets out the functions carried out by Middlesex University Library that are within the Library's public task under the Re-use of Public Sector Information Regulations 2015.

The core role and function of Middlesex University Library is to meet the needs of the university community with information, support services, products and resources to underpin and promote teaching, learning, research and associated activities, within the context of the University's [Corporate Strategy and Regulatory Framework](#).

Middlesex University Library material falling within the public task and available for re-use under the RPSI Regulations 2015 (unless excluded) includes material held in the:

[Library](#) and covered by our Collections Management Policy, University Archives, [Museum of Domestic Design and Architecture \(MoDA\)](#) subject to [copyright](#) and cultural restrictions.

#### Excluded material

Material which may not be supplied for re-use includes:

- Copyright, Design or Patent protected material,
- Material subject to other third party rights or licensing,
- Personal Data
- Information subject to national security, confidentiality or statistics.

To obtain copies of your personal data, please submit a Data Protection request, or a Freedom of Information request for other recorded information held by Middlesex University, via the University [Public Policy Statements](#) webpage.

#### Requesting Re-use of Public Sector Information

Requests for re-use must be made in writing by email to [Copyright@mdx.ac.uk](mailto:Copyright@mdx.ac.uk) including 'RPSI Request' in the subject heading.

You will need to include the following information to qualify as a valid request under the RPSI Regulations 2015:-

- The applicant's name and an address for correspondence
- The document specifically requested
- The purpose for which the stated document is to be re-used

Requests for re-use will be addressed within 20 working days, in accordance with the RPSI Regulations or an explanation provided if a delay is anticipated.

Please be aware that a fee may be charged for the digitisation, supply and/or licensing of content.

### **Enquiries and Complaints**

If you wish to make a complaint about a decision in relation to a recent RPSI request, please contact: *Matthew Lawson, Head of Library & Learning Enhancement and Deputy Director, Library & Student Support* at: [M.Lawson@mdx.ac.uk](mailto:M.Lawson@mdx.ac.uk), including 'RPSI Complaint' in the subject line.

Unresolved complaints in relation to Re-use of Public Sector Information requests will be addressed in line with Middlesex University's [External Complaints Procedure](#) and the Information Commissioners Office (ICO) RPSI Guidelines at: <https://ico.org.uk/for-organisations/guide-to-rpsi/complaints/>.

If you are dissatisfied with the outcome of your complaint, you may complain direct to the ICO as directed in the aforementioned guidelines.

If you have a query regarding this statement or wish to enquire in general about re-use of information under the Re-use of Public Sector Information Regulations 2015, please email Kate Vasili, Copyright Officer at: [k.vasili@mdx.ac.uk](mailto:k.vasili@mdx.ac.uk) including RPSI in the subject line.

Further Information and guidance on the RPSI Regulations 2015 is available on the ICO website at: <https://ico.org.uk/for-organisations/guide-to-rpsi/> and the National Archives website at: <http://www.nationalarchives.gov.uk/information-management/re-using-public-sector-information/>

This statement will be reviewed regularly and is due to be reconsidered in April 2017.

Kate Vasili – Copyright Officer

April 2016