**Appendix 3  
Request for Re-use Form**

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**Request to re-use information produced or held by the Mental Welfare Commission for Scotland**

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| **ABOUT YOU** |
| **Title:** E.g. Miss/Mrs/Ms/Mr/Dr  **Name:** |
| **Organisation** (if applicable) |
| **Email** |
| **Telephone** |
| **Address** |
| **Postcode** |
| **What is your preferred method of contact?** |

|  |  |
| --- | --- |
| **ABOUT THE INFORMATION** | |
| **What information do you wish to re-use?**  Provide as much detail as possible to help us confirm exactly what you want to re-use |  |
| **Do you have the information?**  If you do, and could send us a copy, or the web link to it that would be very helpful. |  |
| **Have you already asked for the information**  **under FOISA?**  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. |  |
| **In what format do you need the information for**  **re-use?** |  |
| **How do you wish to re-use the information?**  For example, on an intranet site, to copy for in-house  training papers, for commercial publication |  |
| **Do you plan to publish the information?**  If yes, please provide details: publication title,  website address, name of publisher |  |

**Where to send your form**

**Email** your form to us at: [enquiries@mwcscot.org.uk](file:///\\mwc-fs01\Information%20Management\General%20management%20papers%20and%20updates\Re-use%20of%20Public%20Sector%20Information\enquiries@mwcscot.org.uk%20) or

**Print** it and send it to: **Mental Welfare Commission for Scotland,** Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5HE Tel: 0131 313 8777.

**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.

**You do not need to send a re-use request for information we publish; you can simply re-use it**

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