

Appendix 3
Request for Re-use Form



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

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	
<p>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</p>	
<p>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.</p>	
<p>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.</p>	
<p>In what format do you need the information for re-use?</p>	
<p>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</p>	
<p>Do you plan to publish the information? If yes, please provide details: publication title, website address, name of publisher</p>	

Where to send your form

Email your form to us at: enquiries@mwscot.org.uk 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 subject to the terms of the [Open Government Licence](#).