

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



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

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

### **Where to send your form**

**Email** your form to us at: [mwc.enquiries@nhs.scot](mailto:mwc.enquiries@nhs.scot) 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](#).**