

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, 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 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