



## LICENCE TO REPRODUCE PARLIAMENTARY COPYRIGHT INFORMATION

### 1. Introduction

1.1 This Licence explains how users throughout the world may reproduce Parliamentary material produced by both Houses in the Westminster Parliament (Parliament). Parliamentary material is defined below.

1.2 This Licence is an offer of Licence terms from the Controller of HMSO who manages the licensing of Parliamentary material covered by this licence under an agreement with the Speaker of the House of Commons and the Clerk of the Parliaments in the House of Lords. This Licence explains:

- the policy for the reproduction of Parliamentary Material;
- which material is covered by the Licence;
- how the arrangements will operate;
- how to obtain further guidance about Parliamentary Material published by Parliament by accessing Parliament's website [www.parliament.uk](http://www.parliament.uk)

### 2. Purpose and Scope of this Licence

The main purpose of this Licence is to provide users with a quick and effective way to reproduce the Parliamentary information listed at Annexes A and B.

### 3. Definitions

In this Licence, the terms below have the following meanings:

- |     |                   |   |
|-----|-------------------|---|
| 3.1 | Application:      | your application for a licence to reproduce Parliamentary Material. Applications can be made online.              |
| 3.2 | End-user:         | users and subscribers who access electronic or digital products, publications and services.                       |
| 3.3 | End-user Licence: | a licence issued by publishers of electronic products and publications setting out the terms of use to End-Users. |
| 3.4 | HMSO:             | the Controller of Her Majesty's Stationery Office in her capacity as Queen's Printer. The term also               |

includes the organisation called Her Majesty's Stationery Office, which administers the licensing of Parliamentary Material on the Controller's behalf. HMSO forms part of the Office of Public Sector Information, which operates within the Cabinet Office. HMSO should not be confused with the Stationery Office Ltd (TSO) which is a private sector company that operates as Parliament's publishing agent.

- 3.5 Licence: this offer of terms, the completed Application and the Annexes.
- 3.6 Official Source: any publication, product or information service that has been made available to the public by or on behalf of Parliament. This includes Parliament's official web site.
- 3.7 Our, us and we: HMSO.
- 3.8 Parliament: the House of Commons and the House of Lords of the Westminster Parliament.
- 3.9 Parliamentary Material: Parliamentary copyright material defined in sections 165 and 166 of the Copyright, Designs and Patents Act 1988. This Licence covers House of Commons copyright material listed at Annex A and the House of Lords copyright material listed at Annex B. It includes copyright material for the categories shown that was produced prior to 1 August 1989 (the date on which Parliamentary copyright came into force under UK law) and which qualifies for Crown copyright protection.
- 3.10 You, your: any person, organisation or company who wishes to reproduce Parliamentary Material covered by this Licence.

#### **4. How Can I Obtain a Licence?**

4.1 Please read the terms of this Licence first then you can apply online at [www.opsi.gov.uk/click-use/system/online/pLogin.asp](http://www.opsi.gov.uk/click-use/system/online/pLogin.asp)

4.2 Once we have received your Application you will receive the following details from us:

- your unique Licence number; and
- confirmation of the start date of your Licence.

If you apply online you will receive automatic confirmation of these details by return otherwise you will be sent the confirmation details within two working days.

4.3 We list the names and addresses of all Licence holders on our website because we want:

- to be open about who has a Licence; and
- to help applicants, particularly those from large organisations, to check whether they already have a Licence.

We will not use this information for marketing or publicity purposes. If you are a private individual you can indicate whether you are willing to have your details listed during the application process.

## **5. Parliamentary Material Covered by this Licence**

Parliamentary Material may be reproduced under this Licence for the purposes described at paragraph 7 under the terms of this Licence. We will advise you of any changes to the scope of the Parliamentary Material and update Annexes A and B on the Click-Use site.

## **6. Items Falling Outside the Scope of this Licence**

6.1 The broadcasts of the Proceedings of Parliament;

6.2 any items contained in the Parliamentary Material that are identified as being the copyright of any person or organisation other than Parliament or the Crown;

If you want to reproduce broadcasts of the Proceedings of Parliament, contact Parliament on 020 7219 5511. For other items outside the scope of this Licence, email [webmaster@parliament.uk](mailto:webmaster@parliament.uk)

## **7. How Parliamentary Material may be Reproduced**

In this Licence, to reproduce includes the following non-exclusive rights throughout the world.

7.1 publishing the Material in any medium. This includes featuring the Parliamentary Material on websites that can be accessed via the world-wide web or via an internal electronic network or on an Intranet;

7.2 authorising users and subscribers, who use your electronic or digital products to access the Parliamentary Material by means of an End-User Licence. This will normally allow users and subscribers to download the material to screen and printer for their own use. It does not otherwise allow you to authorise the reproduction of the Parliamentary Material;

7.3 translating the Parliamentary Material from the English into other languages, provided that the translations are accurate and made by a competent translator;

7.4 copying the Parliamentary Material for research or private study;

7.5 converting to braille and other formats for people who are visually impaired;

7.6 copying by libraries;

7.7 copying for the purposes of news reporting. This includes broadcasting on radio and television but does not extend to broadcasting the live Proceedings of Parliament;

7.8 photocopying or scanning the Material from an Official Source.

## **8. Period**

This Licence is for the period of five years from the date of your Application. We shall advise you three months before the licence expires to see whether you still require a licence. This could result in us extending your licence or advising you to apply for a new licence.

## **9. Obtaining Parliamentary Material**

9.1 In most cases you will be able to reproduce the Parliamentary Material from the Official Source as long as you are careful not to infringe the copyright of another party. You may reproduce the Parliamentary Material by whatever means you choose, including scanning, downloading from Parliament's website or by re-keying.

9.2 You can also obtain some Parliamentary Material in digital format free of charge from Parliament's publishing agent. You will only be charged if there is a cost in supplying the Parliamentary Material to you or in converting the data from one format or medium to another. For details of what data is available and the format in which it is held contact:

The Manager, Parliamentary Data Centre  
Parliamentary Press  
The Stationery Office Ltd  
Mandela Way  
London SE1 5SS

## **10. Charging**

Subject to paragraph 9.2 above, you can, reproduce the Parliamentary Material covered by this Licence direct from an Official Source without any charge.

## **11. Our Obligations**

We aim to:

11.1 confirm receipt of the Application promptly;

11.2 quickly put right any difficulties or answer any queries which you may have;

11.3 handle all Licences in a way that is fair and consistent;

11.4 give you details of any changes to this Licence.

11.5 If you are dissatisfied with the standard of service you receive from us, you can make a formal complaint. We will deal with it by following our complaints procedure. You can find this on our website at: <http://www.opsi.gov.uk/about/contact-us/complaints/index.htm>.

## **12. Your Obligations**

You must:

12.1 provide full and accurate information on your Application and in the context of the Licence, and to let us know if any of this information changes.

12.2 let us know if you want to end the Licence;

12.3 reproduce the Parliamentary Material accurately from the current Official Source. In cases where you want to reproduce Parliamentary Material that has been superseded you should make it clear that a more up to date version is available;

12.4 identify the source of the Parliamentary Material and feature the following copyright statement if you publish the Parliamentary Material:

Parliamentary material is reproduced with the permission of the Controller of HMSO on behalf of Parliament.

12.5 not use the Parliamentary Material for the principal purpose of advertising or promoting a particular product or service, or in a way which could imply endorsement by Parliament or a government department or generally in a manner which is likely to mislead others;

12.6 not reproduce official imprints; Parliamentary logos and emblems, including the Parliamentary portcullis, Royal Arms or government departmental logos. The Parliamentary portcullis may be reproduced only where it forms an integral part of the Material and you are reproducing it in that context;

12.7 allow us to inspect, on request, copies of any works that include the Parliamentary Material to check that you have kept to the terms of this Licence;

12.8 provide us and/or Parliament, if requested, with a complimentary copy and/or subscription of any product or publication that you produce that includes the Parliamentary Material. In the case of electronic products and services you should provide the appropriate End User Licence. We shall notify you of the address(es) where they should be sent;

12.9 not reproduce Parliamentary Material for overtly political purposes;

12.10 ensure that you comply with the terms of the Data Protection Act 1998;

12.11 not use Parliamentary Material in ways which are knowingly or potentially libellous or slanderous of individuals, companies or organisations;

12.12 to send us, if we ask for it, a copy of your standard End User Licence

## **13. Changes to the Terms of this Licence**

We have the right to change the terms of this Licence. Your existing Licence will be honoured for the time it has left to run, unless you wish to terminate it and take out a new Licence on the revised terms.

## **14. Ending the Licence**

14.1 We reserve the right to end this Licence if there is a significant breach of any of the terms and you do not put this right within 60 days of our telling you in writing or by e-mail.

14.2 You also have the right to end the Licence at any time by e-mail or in writing.

## **15. Assignment**

This Licence may not be assigned.

## **16. Disclaimer**

16.1 Your use of the Parliamentary Material under this Licence is entirely at your own risk. HMSO and Parliament make no warranty, representation or guarantee that the Parliamentary Material is error free.

16.2 Any re-use of Parliamentary Material may not enjoy as extensive privilege in legal action for defamation, slander or libel as the Official Source. HMSO and Parliament make no warranty, representation or guarantee against actions for defamation, slander or libel.

## **17. Governing Law**

This Licence is made under the laws of England and Wales and comes under the exclusive jurisdiction of the courts of England and Wales.

## **ANNEX A**

### **House of Commons**

The House of Commons has policy responsibility for the following categories of Parliamentary Material

#### **1. Business papers**

Official Report (Hansard) (Daily parts, weekly parts, bound volumes and indexes)  
Standing Committee Official Reports (Standing Committee Hansard)  
Special Standing Committee Minutes of Evidence and published Memoranda.  
Daily Business Papers (Vote Bundle)  
House of Commons Journal and Indexes  
Parliamentary Papers: Sessional Indexes  
Public and Private Bills  
Sessional Returns  
Registers of Interests  
Standing Orders of the House of Commons  
Codes of Conduct for Members of Parliament  
Select Committee Reports  
Select Committee Minutes of Evidence, Report Appendices and Published Memoranda  
Select Committee Minutes of Proceedings  
Select Committee Press Notices  
House of Commons Papers which carry a Parliamentary copyright notice

#### **2. Information and Services for the Public**

House of Commons Information Office Fact Sheets  
Weekly Information Bulletins and Sessional Information Digests  
Guides for Select Committee Witnesses  
Visitor information leaflets  
Educational material from the Parliamentary Education Unit

#### **3. Research and Background Information**

Library Research Papers  
Library Standard Notes which appear on the Parliament website  
House of Commons Library Documents  
Parliamentary Office of Science and Technology Publications

#### **4. Administration of the House of Commons**

Domestic Committee Reports  
Domestic Committee Minutes of Evidence, Report Appendices and Published Memoranda  
Domestic Committee Minutes of Proceedings  
House of Commons Commission Annual Reports  
House of Commons Annual Resource Accounts  
Occupational Health and Safety policies  
Staff Handbook  
Guidance for Members  
Procurement guidance manuals

## **ANNEX B**

### **House of Lords**

The House of Lords has policy responsibility for the following categories of Parliamentary Material.

#### **1. Business of the House**

##### **1.1 History and Role**

Public Information Briefings

##### **1.2 Proceedings**

Minutes of Proceedings

Order Papers

Hansard (House of Lords Daily Debates)

Journals

##### **1.3 Legislation (Public)**

Public Bills

Explanatory Notes relating to Bills

Amendments to Public Bills

List of Public Bills before Parliament in the current Session

Public Bill Statistics

Titles and tables of contents for the Sessional Papers of the House of Lords

##### **1.4 Legislation (Private)**

Private Bills (including Personal Bills)

Provisional Confirmation Bills

##### **1.5 Judicial Business**

Public Information Briefings

Judicial Work of the House of Lords – a briefing

The Law Lords – a list of current Lords of Appeal

Civil Practice Directions

Criminal Practice Directions

House of Lords Judgments

Appeal Committee Reports

##### **1.6 Investigative and Legislative Select Committees**

Briefings

Press Notices

Membership of Committees, Points of Contact Details of Future Meetings and Calls for Evidence (Current Inquiries)

Investigative and Legislative Select Committee Reports

Minutes of Evidence

##### **1.7 Procedures**

Standing Orders (public and private business)

Amendments to Standing Orders

Companion to the Standing Orders

House of Lords Procedures and Practice – a guide for Members

## **2. Membership and Services to Members**

### **2.1 Members and Composition**

Who does what in the Lords

List of current members by Party or Group

Membership of the House of Lords - briefing

Membership: Analysis of Compositions – briefing

Membership: Sessional Attendance and Voting Record

### **2.2 Code of Conduct**

### **2.3 Registers**

Registers of Lords' Interests

Registers of Hereditary Peers

### **2.4 Reimbursement Scheme**

The Peers' Reimbursement Scheme – A General Guide

### **2.5 Services to members**

Library Notes

Library Guide

## **3. Administration**

### **3.1 Select Committees on Administrative Matters**

List of Select Committees on administrative matters

Domestic Committee Reports

### **3.2 Structure, Office Reports and Guides to Services**

House of Lords Annual Reports

House of Lords Records Office Annual Review

### **3.3 Finance**

The Financing of the House of Lords

House of Lords Resources Accounts (from January 2003)

### **3.4 Staff**

Principal Officials

Complement of Staff with Pay Spans

### **3.5 Policies and Staff Guidance**

House of Lords Staff Handbook

Parliamentary Records Management Guidance

## **4. Visitor and Educational Services**

### **4.1 Visitor Services**

Visitor Information

### **4.2 Educational Services**

Educational Unit Publications