

Copies of the Scottish Charity Register

1. **Legal background**
2. **When OSCR will provide a copy of the Scottish Charity Register**
3. **How to make a request**
4. **Conditions on re-use**
5. **Complaints**

The Scottish Charity Register is a public Register of all charities in Scotland. It contains individual entries for each charity including a charity's name, contact address, charitable purposes and certain financial information.

This policy explains when OSCR will make available electronic copies or extracts of the Scottish Charity Register ('the Register'). It will also be used to consider requests to re-use other information made publicly available by OSCR.

We will provide copies and extracts of the Register in accordance with the terms of the Re-use of Public Sector Information Regulations 2005 ('the ROPSI Regulations'). There are a number of ways in which you can obtain this information -

1. search the Scottish Charity Register at www.oscr.org.uk.
2. obtain the basic details for the full list of charities using the [Charity Register Download](#).
3. request more detail in a copy or extract of the Register using the information provided in this document.

1. **Legal background**

Under section 21 of the Charities and Trustee Investment (Scotland) Act 2005 ('the 2005 Act') OSCR must make the Register available for public inspection. OSCR can choose how to make the Register available, provided that it is reasonably obtainable and any fees for copies are clearly publicised (there are currently none).

Section 21 of the 2005 Act does not cover re-use of the material contained in the Register. It is the ROPSI Regulations that apply to any use of information in the public sector, other than the use for which the information was originally created. Only the information contained in the original Register can be made available in this way and we cannot adapt the information to create a new document.

Copyright and database right in this information is owned by the Crown, and is licensed by the Open Government Licence, explained below.

2. When OSCR will provide a copy of the Scottish Charity Register

OSCR will provide copies or extracts of the Scottish Charity Register providing certain conditions are met.

In deciding whether to provide an electronic copy or extract, we will take into account how you plan to re-use the information. We will not provide an electronic copy if the information will be re-used for -

- direct marketing (use of the Register to directly communicate advertising or marketing material).
- creating a register or list of charities that claims to be the Scottish Charity Register.

Due to the resource implications we are unable to provide more than four copies of the Register to the same applicant in any given calendar year.

Making use of an electronic copy or extract indicates that you accept the terms and conditions of the [Open Government Licence](#)¹.

The Open Government Licence

The Open Government Licence (OGL) encourages re-use of information with only a few conditions -

The OGL explains that –

- you can copy, publish, distribute and transmit the information
- adapt the information
- exploit the information commercially and non commercially

When you use the information you must acknowledge the source with an attribution statement. For data from the Scottish Charity Register provided by OSCR the attribution statement is –

**© Crown Copyright and database right [year]
Contains information from the Scottish Charity Register supplied by the Office of the Scottish Charity Regulator and licensed under the [Open Government Licence v.2.0](#)**

Some information is excluded from the terms of the Open Government licence -

- re-use of personal data is not covered. This includes the names and addresses of charity trustees that are the principal contact for a charity. Personal data is

¹ <http://www.nationalarchives.gov.uk/doc/open-government-licence/version/2/>

covered by the Data Protection Act 1998 and if you re-use this information you must do so in accordance with this Act. You can find out more from the Information Commissioner's office www.ico.org.uk.

- information that has not been published or disclosed under information access legislation (including the Freedom of Information (Scotland) Act 2002) or with OSCR's consent as the information provider. This can include data held in OSCR's database that is not part of the Scottish Charity Register.
- third party rights where you will need to obtain permission from the copyright holder concerned
- other intellectual property rights, including patents, trademarks, and design rights.

You cannot use the information in any way that suggests official status of the information or that OSCR endorses you or your use of the information.

OSCR is not liable for any errors or omissions in the information, nor for any changes to the information after the date that the information is provided.

3. How to make a request

Your request, by post or email, should include your name and address and specify what information you would like and what you intend to use the information for, e.g. for academic research or for updating a dataset.

We will respond within 20 working days and will either:

- grant the request and send you the information, subject to any conditions we might need to make.
- refuse the request and explain why the information cannot be provided.
- if the request is complex the timeframe for our response may be extended. In this case, we will contact you to notify you of the estimated date of our response.

4. Conditions on providing a copy for re-use

If we offer to provide you with a copy or extract of the Register we will ask you to accept the terms and conditions for providing the information to you.

The conditions are as follows:

- you will not use any of the information provided from the Scottish Charity Register for direct marketing.
- you will not use the information to create a register or list of charities that claims to be the Scottish Charity Register.
- you understand that using information made available under the Open Government Licence indicates your acceptance of its terms and conditions.

- personal information will be used in accordance with the Data Protection Act 1998.
- you will acknowledge the source of this data with the attribution statement: © **Crown Copyright and database right [year]. Contains information from the Scottish Charity Register supplied by the Office of the Scottish Charity Regulator and licensed under the [Open Government Licence v.2.0](#)**

5. Contact details

You can write or email us to request a copy or extract of the register -

✉ Office of the Scottish Charity Regulator
2nd Floor Quadrant House
9 Riverside Drive
Dundee
DD1 4NY

✉ Email: info@oscr.org.uk

You can call us if you have any questions about making a Register request.

☎ Phone: 01382 220446

6. Complaints

If we refuse to make a copy or extract of the Register available we will write to you to explain why.

If you believe that we have failed to comply with the ROPSI Regulations, you can complain by writing to us.

If after complaining to us you remain dissatisfied with our responses then you can refer your complaint to the Office of Public Sector Information within the National Archives:

Office of Public Sector Information
The National Archives
Kew
Richmond
Surrey
TW9 4DU

Telephone +44 (0) 20 8876 3444 extension 2360

Or using the [online contact form](#)².

² <http://www.nationalarchives.gov.uk/contact/contactform.asp?id=8>