

Statement of Public Task

This statement describes Richmondshire District Council's Public Task for the purposes of the Re-Use of Public Sector Information Regulations 2015 (the Re-use Regulations). Re-use means the use of public sector information for a purpose other than the initial purpose for which it was produced, held, collected or disseminated.

1. Background

Richmondshire District Council, a district authority, was established in 1974 and is supported by staff based in its offices at Mercury House, Richmond, Colburn Library, Colburn, Thornborough Hall, Leyburn, Community Office, Hawes and Hudson House. Reeth Richmondshire District Council is responsible for many areas of daily life in the district.

2. Public Task

Richmondshire District Council exercises its functions (in other words, powers and duties) in areas which are devolved to it under various Acts of Parliament e.g. Local Government Acts. Clear records are retained to identify the basis the Council is using the personal data for within each service area.

The role of Richmondshire District Council in those devolved areas is for the following purposes:

- Provision of district council services.
- Regulatory, Licensing and Enforcement functions, which the Council is obliged to undertake.
- Financial transactions including payments, grants and benefits.
- To ensure the council meets its statutory obligations, including those related to diversity and equal opportunity

The council collects, produces, holds and uses information in line with its public task:

- In any and all formats and media:
- In physical and digital form. Both online and offline; and
- On premises and externally

3. Our Priorities

The priorities of the council are laid out in its **Council Plan**.

4. Council Services

The council is not a unitary or "all purpose" authority, delivering the majority of local



government services; functions, such as education, social services and highways, are provided by North Yorkshire County Council.

Details of the services provided by Richmondshire District Council can be found on our **Council Services** web page.

5. Access and Licensing

The majority of information that we collect and create is done so in accordance with our public task. Unless the information is excluded by the Re-use Regulations, the information held by Richmondshire District Council, as part of its Public Task is available for re-use. Examples of exclusions include where a third party holds the copyright for the information or where access is restricted under other legislation such as the Data Protection Act 2018, the Freedom of Information Act 2000 or the Environmental Information Regulations 2004.

Details of information that we have already published for re-use can be found on our website and under our Publication Scheme. The majority of information released, will be done so under an **Open Government Licence** v3.0. Permission to re-use previously unreleased information is subject to access issues being resolved.

6. How to Apply

Requests for access and re-use may be made simultaneously.

If you wish to submit a request to re-use information you should:

- submit your request in writing;
- give your name and address;
- specify which information you want to re-use; and
- state the purpose for which the information is to be re-used.

Send to:

Business Support Team
Richmondshire District Council
Mercury House
Richmond
North Yorkshire
DL10 4JX

Email: requestinformation@richmondshire.gov.uk

The council must normally respond to requests before the end of the 20th working day beginning with the day after receipt. However, the time can be extended in complex cases.



7. Complaints

This statement is regularly reviewed. If you have any queries on this public task statement you can contact us. If you have a complaint about Richmondshire District Council under the Re-use Regulations, you can contact us by completing our [online complaints form](#).

If you remain unhappy with our response, you can make an appeal to the Office of Public Sector Information:

Online at: <http://www.opsi.gov.uk/psi/>

By mail at: London Office, OPSI, 102 Petty France, London, SW1H, 9AJ

By telephone on: 020 3334 2799

8. Guidance on Re-use

Guidance on re-use is available at:

<http://www.nationalarchives.gov.uk/documents/information-management/ogl-user-guidance.pdf>