Statement of public task by Heritage Quay, the University of Huddersfield’s Archives Service

This statement sets out the functions carried out by Heritage Quay, the University of Huddersfield’s Archives Service that are within our public task under the Re-use of Public Sector Information Regulations 2015 (the ‘2015 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.

We operate under the terms of our Access, Acquisition, Collections information and Collection conservation and preservation policies, approved by the University’s Research Committee. We also operate within the legislative framework of the Data Protection Act, the Freedom of Information Act, and the Environmental Information Regulations.

Heritage Quay creates, holds, collects and uses information for the following purposes within its public task:
- Collecting institutional records of evidential value and other collections that support the University’s teaching and research
- Providing wider public benefit through public access to our collections
- Managing the long-term preservation of, and access to, our collections
- Improving and widening public access and participation through cataloguing work, funding bids and a programme of activities

Information about Heritage Quay’s general activities in carrying out its public task can be found in the About section of our website, heritagequay.org.

The key information Heritage Quay creates and holds include:
- Our collections
- Catalogues and lists to intellectually manage and provide access to our collections
- An operational and strategic framework of policies, strategies, plans and procedures to manage and provide access to our collections

Information held as part of our public task is available for re-use, wherever copyright law, data protection and the availability of funding permit.

The majority of our public task information is available for free re-use under the Open Government Licence (OGL). The information contained within our collection catalogue, which is a data-set, is available for re-use under a Charged Licence. (See section 102 of the Protection of Freedom Act 2012). The charge to re-use our collection catalogue information is negotiable on application.

If you have any query about this public task statement, wish to enquire about re-use of information under the Re-use of Public Sector Information Regulations, or wish to lodge a complaint about a decision made in relation to the Regulations, please email archives@hud.ac.uk. Alternatively, you can complete our feedback form.
Heritage Quay
Archives Service

Public task statement

Responsibility for the statement

This statement was approved by the University Research Committee on 1st December 2015.

It will be reviewed in 2018.