

## **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](http://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](mailto:archives@hud.ac.uk). Alternatively, you can complete our [feedback form](#).

***Heritage Quay***

***Archives Service***

***Public task statement***

***Responsibility for the statement***

*University of*  
**HUDDERSFIELD**

This statement was approved by the University Research Committee on 1<sup>st</sup> December 2015.

It will be reviewed in 2018.