

## OS Licensing - a bluffer's guide 2014

For full details on OS licensing of all types, please refer to the [OS website](#). The advice given below is intended to be a general overview only, for the purposes of informing emapsite's customers about the licensing issues around the most common uses of OS data.

### What copyright text do I need to use?

- Any images (paper or digital) of maps or information derived from OS data should carry the following copyright statement in a conspicuous position:  
[© Crown copyright and database rights \[year of supply or date of publication\] Ordnance Survey 0100031673](#)
- OS AddressBase products should also carry this additional acknowledgement:  
[© Local Government Information House Limited copyright and database rights \[year of supply or date of publication\] 0100031673](#)
  - You should quote the year you receive the data, or the year of publication of paper products
  - You should use emapsite's licence number (0100031673) for data purchased from emapsite.

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## Buying data from emapsite.com

### Duration of licence

- All OS data, apart from OS Opendata, is licensed on a 12-month basis. You effectively 'rent access' to the data rather than ever 'owning' it
- It is also possible to license datasets in the OS MasterMap product range for 2 or 3 years, please ask us for details if you have a long term project requiring extended licensing. The price per annum is lower when a longer licence is purchased.

### Who is covered to use data purchased from the emapsite.com website...

- Buying data from our website covers you for Corporate Internal Business Use (see below). This allows all your colleagues to use the data, as well as your sub-contractors working on the same project for which the data was purchased.
- You are permitted to sub-license licensed data to sub-contractors for the purpose of providing work on your behalf, under the terms of the [Standard Form Contractor Licence](#).
- Sub-contractors should be declared at time of purchase, and must delete any copies of the data on or before termination of the licence, but can keep one paper copy for archival purposes.
- When you place an order on our website, you can also choose at the time of purchase to declare another user as the end user. This allows you to have the renewal reminder sent to your own end client and declare they are the "owner". You can pass the data on to your End User once the project is finished, but you must then delete your own copy of the data (i.e. only one copy of the data is kept by any parties involved)
- If you do not declare an End User or any Sub-contractors, you can use the data for anything under Internal Business Use (see below), but not give the actual data to any clients

### How does per user licensing work?

- You can also buy most OS products on a per user basis. This is suitable for smaller scale datasets where you want country coverage, for example, and for purchasing tiles.
- You should buy the correct number of user licences to cover the amount of users who might access the data - the data itself can only be passed on to clients or subcontractors if you have covered the number of users needing access to the data
- When you do not have enough user licences to cover passing any data to your client, you can still include non-editable data in printed or electronic reports, as long as the reports are not distributed to multiple parties externally (see Paper Map copying Licence below)

### What is covered by Internal Business Use?

- **Promotion:** Showing locations and/or directions to the business premises and bespoke events, showing the geographic area of business.
- **Reporting:** Use in annual and regulatory reports.
- **Professional services:**
  - Use in reports for your clients where the mapping is not a service in itself or the main business activity, and where you do not receive any direct payment as a result of allowing third parties to access the mapping.
  - You can send a PDF report to your client containing OS data, or if your client was declared an End User, a vector file (e.g. AutoCAD DWG, Shape, GML etc) to your client as long as your client only uses this vector file for the same project
  - You may also distribute reports containing OS data to multiple parties at a Public Enquiry in a non-editable format (e.g. PDF) as long as the quantity and scale of mapping used within the report were appropriate and not the main part of the report.

### What happens when the licence expires after 12 months?

- You, or the End User you nominated in the “Send licence renewal to” section when purchasing, will receive an automated email reminder to renew.
- You can choose to renew the licence, in which case you pay for another year, declare it as deleted, or declare it as archived. This means you can keep it on backup to produce in the future if required for legal purposes. Only one party must keep the data (you OR the End User).
- If you have printed out any copies of maps/reports containing maps, you can keep using your paper prints indefinitely.
- If you have produced PDFs or reports, you can only print these out if you either relicence the data, or have a [Paper Map Copying Licence](#) (see below).

### What about data acquired via emapsite's Contractor Link service?

Data acquired via Contractor Link service has a different licensing mechanism. If a commercial company is working on a project for a Local Authority or other government body who has signed the Public Services Mapping Agreement (PSMA) or One Scotland Mapping Agreement (OSMA), the commercial company will be eligible to use the PSMA/OSMA mapping under that licence. They can gain access to the mapping via our Contractor Link service, and will [need to use the government body's OS licence number](#).

When carrying out work for a government body, the commercial contractor must use the government body's licence rather than data purchased under a different (eg commercial) licence.

For Address products, commercial companies should use the Address product currently in use by the government body, who is entitled to use only one product at once. This means that if the government body is using OS ADDRESS-POINT or OS Address Layer 2 and has not yet upgraded to the OS AddressBase suite of products, the commercial contractor will not be able to license OS AddressBase.

### What about OS OpenData?

- You are able to use [OS OpenData](#) datasets in any way and for any purpose. The only requirement is to acknowledge the copyright and the source of the data by including the following attribution statement:  
[Contains Ordnance Survey data © Crown copyright and database right 2014](#)

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## What issues are there with derived data?

- [OS OpenData](#) products have no restrictions on use other than crediting the source of the data as OS. You may create your own derived products from OS Opendata e.g. use on your website, in web services, in GIS/CAD, in reports, etc.

### Free to Use Data ([click here](#) for further information and examples)

- You may use any of the following OS products to *infer* the position of your own features and then store your own features on your own data layer:  
MasterMap Topography Layer, MasterMap ITN, Landform Profile, VML, 10k, 25k, 50k.

*Inferring* a position means using the features on the OS mapping to measure/estimate the location of the feature/s you wish to map. It does NOT mean copying features directly from the OS mapping. The data you create must be capable of being used independently of the Ordnance Survey dataset from which it was inferred. For example, using OS MasterMap Topography layer polygons to mark the position of a bus stop you have measured to be 2.5m from the corner of a building. This position would be inferred, and you can continue to use the data layer (on top of a different non-OS product for example) containing your bus stop after your licence to use MasterMap has expired.

- If you have created your own dataset - for example, a layer showing the locations of your assets, where you have surveyed the positions of these assets yourself or using an independent survey, you will own all the IP on that layer and will not need to license any OS data to use your own dataset.
- If, however, you position your assets to match up with OS data underneath, then you have used OS IP. Any use of OS IP will require you to ensure you have licensed the base data you used, and to continue to license it for as long as you use your own data layer.

### Derived data that is subject to an ongoing licence fee

If you have copied one or more features from any of the OS datasets, then the likelihood is that your derived data will be subject to an ongoing licence fee - i.e. you will need to purchase a licence to use the data for as long as you need to use your derived data. *Anything involving address data is likely to require a yearly licence to be purchased.*

If you only use the OS data to position your assets (ie you haven't surveyed their locations yourself), then you have used OS IP. For further details see [here](#).

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## Other Licensing issues

### Paper Map Copying Licence (PMCL)

- This annual additional licence covers you to do the following:
  - copy (photocopy or print multiple copies) any paper OS mapping
  - copy any OS mapping purchased as a view/print-only product (i.e. PDF plans printed within our Plans Ahead service)
  - continue using PDFs containing non-editable digital mapping after the digital mapping licence has expired (e.g. PDF reports containing mapping for which the digital licence has now expired).
- If you make copies of mapping in either paper or electronic form, use copies of mapping as part of a professional service or include copies of mapping in leaflets, brochures or web pages which

are distributed externally to multiple parties, or print multiple copies of OS MasterMap PDF plans, you will need a PMCL.

- If you are producing reports for a client, and the report will not get printed out by multiple external parties, and you are not printing multiple copies of OS MasterMap purchase as PDF plans, you will not require a PMCL if the digital data is still in licence, BUT
- If your digital data licence has expired, you cannot then print out your PDFs without having a PMCL.
- The PMCL is per office, not per company, and can be purchased from emapsite

#### **What about other uses not covered so far?**

- **Publishing Licence** - This is required for customers wishing to reproduce OS mapping within a publication which is either for sale or distributed free of charge. Publication includes books, brochures, leaflets, etc. The Publishing licence fees are calculated based on the total amount of mapping used and the number of copies of the publication printed, and varies depending on whether the mapping is a facsimile (exact copy) or redrawn mapping where the original image is no longer visible.
- **Media Licence** - For using Ordnance Survey data within newspapers, magazines, television and films, you will need to apply for a media licence. There is no charge as long as the terms and conditions are met. For more information [see here](#).

#### **What if a customer moves from another supplier to emapsite?**

- The customer is not required to remove their existing data and replace with exactly the same thing supplied by us.