

DATA ENQUIRY AND RELEASE FORM

West Wales Biodiversity
Information Centre



Please complete, sign and fax to WWBIC on 01994 241468 or post to:
West Wales Biodiversity Information Centre, Landsker Business Centre, Llwynybrain, Whitland, Carmarthenshire SA34 0NG
GIS or CAD files and correspondence may be emailed to enquiries@westwalesbiodiversity.org.uk

CONTACT DETAILS	Name:		<u>Contact Address (for invoice)</u>		
	Organisation:				
	Position:				
	Telephone:				
	Fax:		Purchase Order Number:		
	Email:		VAT No. (if applicable):		
Additional names of clients, agents and colleagues (other sections or departments) who will access data provided by WWBIC - See Data Release Agreement on Page 3. (Continue on separate sheet if required)					
	Name (of individual or department)	Organisation	Position		

PURPOSE	Reason for request and use of information:
	<i>Please note: Under the terms of the Environmental Information Regulations (2005) you are not obliged to provide this information.</i>

LOCATION	Location Information: we need at least a grid reference, eastings/northings, or latitude/longitude. A site name will also be helpful. Our charges relate to the time spent on the data search. Searches for a given grid reference are straightforward but for complex areas if you can send a GIS/CAD file by email rather than a paper map this will save you the cost of us digitising the site. Please indicate the search radius in the final column. We recommend a minimum search radius of 500m.					
	GRID REFERENCE	EASTINGS / LONGITUDE	NORTHINGS / LATITUDE	FORMAT OF GIS / CAD FILE	SITE NAME	SPECIFY SEARCH BUFFER (m)

Please tick the information required:		✓/✗
1. Protected and Priority Species EU and UK legally protected species, Section 42 (NERC Act, 2006) species, UK BAP Priority Species		
2. Other Species of Conservation Concern UK BAP Species of Conservation Concern, Red Data Book and Nationally Scarce species, Bonn Conv.		
3. Locally Important Species Local BAP species, locally rare and scarce species (as identified by local experts)		
4. All Species All records held including common and widespread species		
Selected Species <i>(please list)</i>		
SITES:	Statutory Designations e.g. Ramsar, SAC, SPA, SSSI, NNR.	
	Local Designations e.g. Wildlife Trust Reserves, Wildlife Sites	
HABITATS:	Phase I habitat survey data (for priority semi-natural habitats)	
	Phase 2 habitat survey if available	
ANY FURTHER INFORMATION OR ANALYSIS Please specify:		

OUTPUT FORMAT REQUIRED	✓/✗
Plots and species reports on paper by post	
Plots and species reports in electronic format by email (pdf file)	
OTHER please specify	

As a representative of the above named organisation I have read and agree to the following:

SENSITIVE AND CONFIDENTIAL INFORMATION:

- I understand that data marked as sensitive or confidential is issued outside the Environmental Information Regulations 2004 (EIR) and the Freedom of Information Act (FoIA) 2000 (to prevent it becoming by default “public information”). It is issued to those named above only.
- I understand that, when held by a public body (as defined separately by the FoIA and EIR), the data will still be subject to FoIA and EIR, regard must be given to its level of sensitivity in assessing whether to release the data in response to a request under the above legislation in a public interest test.
- I agree to keep the data marked as sensitive or confidential secure from unauthorised or accidental use, access, disclosure or loss, and to take reasonable practical steps to ensure the security of the data.
- I agree to delete or return the electronic data after 12 months or after use
- I understand that the West Wales Biodiversity Information Centre (WWBIC) operates as a not-for-profit company for the provision of objective biodiversity information. Charges made are purely administrative to reflect the cost of collating, managing and disseminating biodiversity information.
- I confirm that all data requested will be used for legitimate and legal purposes.
- I confirm that to the best of my knowledge I, nor any of my colleagues who may have access to data obtained from WWBIC, have been investigated for nor convicted of any form of wildlife crime.
- I confirm that to the best of my knowledge I nor any of my colleagues have been responsible for any misuse of data obtained from other Local Records Centres.
- I understand that the copyright of raw biological records remains with the original recorder and that copyright of processed data and reports belongs to WWBIC.
- I acknowledge that I cannot pass records onto third parties (except clients, agents and colleagues) without the written permission of WWBIC and the original recorders of the data.
- I acknowledge that I cannot use information for any purpose other than that for which it was requested.
- Data supplied by WWBIC must not be entered into a computerised database or geographic information system without written permission from WWBIC.
- WWBIC will be acknowledged in any publications or reports, which are produced, using data it supplied. A copy of any such publication or report will automatically be supplied to WWBIC free of charge.
- Permission to use data supplied by WWBIC expires 12 months after receipt. WWBIC will be contacted within one month of expiry if the data is still required.
- Data is provided ‘as held’ by WWBIC and was deemed to be accurate at the time of collection. WWBIC cannot guarantee the accuracy of data supplied, although all data is validated as far as possible
- I will not hold WWBIC liable for problems/financial loss, which might arise from inaccuracy of any data supplied by WWBIC.
- Past records of presence of a habitat or species do not guarantee continued occurrence. Absence of records does not imply absence of a species, merely that no records are held at WWBIC.
- Use of WWBIC data search services does not in any way replace the need for adequate field survey.

Signature:

Date:

Details of this enquiry will be held on a database by the West Wales Biodiversity Information Centre and will be made available to funding partners or contributors of WWBIC. Please tick this box if you do not wish the information on this form to be shared in this way.