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| **DATA ENQUIRY AND RELEASE FORM*****West Wales Biodiversity******Information Centre*** |

***Please complete and sign email to WWBIC at enquiries@westwalesbiodiversity.org.uk or post to:***

***West Wales Biodiversity Information Centre, Landsker Business Centre, Llwynybrain, Whitland, Carmarthenshire SA34 ONG***

***GIS or CAD files and correspondence may be emailed to*** enquiries@westwalesbiodiversity.org.uk

| **CONTACT DETAILS** | **Name:** |  | **Contact Address (for invoice)** |
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| **Organisation:** |  |
| **Position:** |  |
| **Telephone:** |  |
| **Fax:** |  |
| **Email:** | **Can we email your invoice?** | **Your Purchase Order Number:**  |
| **Additional names of clients, agents and colleagues who will access data provided by WWBIC - See Data Release Agreement on Page 3. (Continue on separate sheet if required)** |
| **Name of individual** | **Organisation**  | **Position** |
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| **L****O****C****A****T****I****O****N** | **Location Information**: we need at least a grid reference, eastings/northings, or lattitude/longitude. A site name will also be helpful. 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. |
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| **GRID REFERENCE** | **EASTINGS / LONGITUDE** | **NORTHINGS / LATITUDE** | **FORMAT OF GIS / CAD FILE** | **SITE NAME** | **SPECIFY SEARCH BUFFER (m)** |
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| **P****U****R****P****O****S****E** | **Project Name** |
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| **Reason for request and use of information:*****Please note:*** *Under the terms of the Environmental Information Regulations (2005) you are not obliged to provide this information.* |
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|  | **OUTPUT FORMAT REQUIRED** | **/** |
| **Plots and species reports on paper by post** |  |
| **Plots and species reports in electronic format by email (pdf file and Excel if species buffer within 5km)**The pdf is interactive and layers can be switched on or off when viewing |  |
| **OTHER**please specify |

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|  | **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 |  |
| 1. **Other Species of Conservation Concern**

UK BAP Species of Conservation Concern, Red Data Book and Nationally Scarce species, Bonn Conv. |  |
| 1. **Locally Important Species**

Local BAP species, locally rare and scarce species (as identified by local experts) |  |
| 1. **All Species**

All records held including common and widespread species |  |
| **Selected Species** *(please list)* |  |
| **SITES:** | **Statutory Designations** e.g. AONB, Biosphere, LNR, MNR, NNR, NP, Ramsar, SAC, SPA, SSSI |  |
| **Local Designations** e.g. Wildlife Trust Reserves |  |
| **HABITATS:** | **Phase I habitat survey data** (for priority semi-natural habitats) |  |
| **Phase II habitat survey**(grassland, peatland or woodland, if available) |  |
| **Ancient Woodland Inventory**e.g. Ancient Semi-Natural Woodland, Plantation on Ancient Woodland Site, Restored Ancient Woodland Site, Ancient Woodland Site of unknown category |  |
| **Natural Resources Wales Priority Habitat Areas**(Broad landscape areas as developed by the Ecosystems and Species Expert Groups) |  |
| **OTHER DATA:** | **Wind Turbines**(location of turbine application or completion, within Pembrokeshire only) |  |
| **Regionally Important Geodiversity Sites** |  |
| **ANY FURTHER INFORMATION OR ANALYSIS**Please specify: |

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| **DATA RELEASE AGREEMENT** | **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 and the Freedom of Information Act 2000. It is issued to those named above only.

I understand that, when held by a public body (as defined separately by the FoI Act 2000 and EIR 2004), the data will still be subject to FoI Act 2000 and EIR 2004, but proper 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 understand that data marked as sensitive or confidential may not be passed to any third party without a written consent. This includes clients, agents and colleagues unless they are named above and have received a copy of this form and agree to abide by its terms. I may not copy, distribute, disseminate, publish or broadcast the data in any format, including on the Internet, without written consent, unless required to by law.
* I agree to delete or return the electronic data after 12 months or after use

**GENERAL TERMS:*** 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 unless required to by law
* 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 unless supplied in that format.

I agree to keep the data secure from unauthorised or accidental use, access, disclosure or loss, and to take reasonable practical steps to ensure the security of the data.* 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.
* 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.

**SPECIAL TERMS OF THIS AGREEMENT:*** **Data supplied under this agreement is licenced for use in, and the duration of, the named project only for a maximum period of 12 months from the date of this licence.**
* **Unless a new agreement is in place, [*company name*]. must delete all data supplied by WWBIC under this agreement from its computer systems at the end of the 12 month period..**
* **Data must be held securely by [*company name*] and should be password protected so that it is only accessible by those individuals named in this document.**
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| **Signature:** | **Date:** |

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| 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. |