

Lincolnshire Environmental Records Centre

Policies and Forms

Banovallum House, Manor House Street, Horncastle, LN9 5HF

Tel: 01507 526667 Fax: 01507 525732 Email: info@lincsbiodiversity.org.uk

Contents

- 1. Introduction..... 3
- 2. Data Acquisition..... 4
 - 2.1 Data Collection 4
 - 2.2 Data Ownership and Acquisition 5
 - 2.3 Data Standards..... 6
 - 2.4 Managing Data 7
- 3. Data Management 8
 - 3.1 Processing Incoming Data 8
 - 3.2 Data Validation 9
 - 3.3 Data Verification 11
 - 3.4 Documenting Data 12
 - 3.5 Access to Data..... 13
 - 3.6 Physical Security..... 15
- 4. Data Provision 16
 - 4.1 Data Supply and Services 16
 - 4.3 Charging 17
 - 4.4 Quality Assurance..... 18
- 5. Data Requests..... 19
 - 5.1 Data Request Form 19
- 6. Data Exchange Agreements..... 21
 - 6.1 Individual Recorder, All Data..... 21
 - 6.2 Organisation, All Data 22
 - 6.3 Individual Recorder, Specific Dataset 23
 - 6.4 Organisation, Specific Dataset..... 24
 - 6.5 Data Exchange Agreement..... 25

1. Introduction

These policies are a clear public statement of the principles the Lincolnshire Environmental Records Centre (LERC) wish to abide by. Policies cover standards that LERC hopes to achieve, and its approach so users can clearly see the position on a particular issue. They will be published on the Lincolnshire Biodiversity Partnership website and made available to anyone who asks to see them.

The policies and forms in this document are based on the guidance and case studies contained in the NBN guidance “Running a Local Records Centre” and the NBN “Data Exchange Principles”.

2. Data Acquisition

2.1 Data Collection

2.1.1 Policy statement

- LERC will become as involved as possible in environmental recording within the county. It will promote good recording practice and record standards.

2.1.2 Background

- LRCs are often a focal point for environmental recording in their area, whether or not the records generated are managed by the LRC.
- LRCs often take the lead in encouraging high quality recording, and promoting NBN standards among recorders, recording schemes, organisations and contractors.
- LERC is part of a much wider Partnership with a unique organisational structure

2.1.3 Aims

- To work with Partners, particularly the Lincolnshire Naturalists' Union, on environmental recording in the county
- To promote good recording practice, high-quality recording, and NBN standards. Access to experts for verification of records will be available where possible
- To promote the use of standard techniques and terminologies. For example training in species identification and standard classification systems such as the NVC will be encouraged
- To target recording to meet the needs of data users.

2.2 Data Ownership and Acquisition

2.2.1 Policy statement

- LERC will aim to enter into Data Exchange Agreements with data providers. These will define the responsibilities of LERC and the data owner.

2.2.2 Background

- The LRC needs to define the ownership of all data held, including raw data and processed information. It also needs to agree with owners how their data will be managed and used.
- A clear transfer of authority should be made when an environmental data resource is put together, to allow data managers to act on behalf of the data owners (NBN Data Exchange Principle 4).
- Data managers should make their framework of terms and conditions publicly available, allowing data owners to have confidence that control will be exercised in the management and use of their data (NBN Data Exchange Principle 5).
- Personal data should be managed in accordance with the principles of the Data Protection Act 1998 and/or any subsequent legal provision (NBN Data Exchange Principle 6).

2.2.3 Aims

- To enter into Data Exchange Agreements with all regular data providers in order to:
 - protect the rights of data owners.
 - define the responsibilities of data providers.
 - define the responsibilities of the LRC.
 - encourage good standards of recording.
- To maintain a register of Data Exchange Agreements.

2.2.4 Procedure

2.2.4.1 Data ownership

- Data Exchange Agreements will not normally be entered into if the data owner imposes restrictions that make the data unavailable to third parties, unless agreed by the LBP Steering Group.
- The ownership of the original raw data will remain with the recorder, unless this is waived in writing.
- Publications and analysed reports will be owned by the LRC, however credits to the original data owners will be included if requested in their Data Exchange Agreement, or where data from a single source constitutes a large proportion of the data used.
- Data owners may request in writing that any or all of their data be removed from the LERC database (excluding that held in back-up systems). LERC will stop using and distributing the data and will remove it within five working days of the request.

2.2.4.2 Data acquisition

- Data Exchange Agreements will allow LERC to release data without further consultation providing the request falls within the data access policy.
- LERC will discourage any restrictions being placed on data that limit availability beyond those contained in the Access to Data policy.
- All newly received data will be responded to with acknowledgement and thanks to the data provider.

2.3 Data Standards

2.3.1 Policy statement

- Data held by LERC will conform to NBN standards wherever possible.

2.3.2 Background

- Records held by LRCs and other recording schemes should meet minimum NBN standards.
- All environmental records should contain at least Who (with personal details if not already held), What (preferably Latin binomial or standard abbreviation), Where (at the most precise grid reference), When (full date) (and Whence the record has come when entered onto a database).
- There is value in environmental records that do not meet minimum standards, but these will not be released without caveats.

2.3.3 Aims

- Minimum NBN standards will be applied to historical data where possible.
- Data received conforms to minimum NBN standards

2.4 Managing Data

2.4.1 Policy statement

- LERC will, by agreement, maintain and manage data on behalf of other organisations. Data quality and security will be upheld.

2.4.2 Background

- Environment data should be easily accessible to enable use in decision-making, education, research and other public-benefit purposes (NBN Data Exchange Principle 1).
- Personal data must be managed in accordance with the principles of the Data Protection Act 1998 and/or any subsequent legal provisions (NBN Data Exchange Principle 6).

2.4.3 Aims

- To manage environmental datasets in the county thus making environmental information more accessible
- To maintain and manage all datasets held to a high standard, and deal with requests associated with that data.
- To maintain security on all datasets held.
- To allow quick access to data by the data owner.
- To remove any data from the LERC database if requested by the data owner.
- To discourage restrictions being placed on data access by owners that limit availability beyond the Access to Data policy.

2.4.4 Procedure

- All data managed by the LERC will remain the property of the recorder.
- Data owners will be able to request some analysis of their data as far as resources permit.
- Where LERC is not the custodian or owner of a dataset, it will not edit, modify, merge or disaggregate the data unless instructed to by the dataset custodian.
- Where LERC is the custodian of a dataset it will:
 - Make regular robust back-up copies of the data to safeguard its longevity.
 - Archive version-controlled copies of the data at regular intervals.
 - Create and maintain a catalogue of the data to provide a serviceable index of key resources and individual data records to aid their location and dissemination.
 - Maintain and where appropriate add to any relevant data management audit trails for the data to clearly document and illustrate the data management processes undertaken.
 - Take reasonable measures to prevent unauthorised access to, duplication of, or distribution of the data whilst in its possession.

3. Data Management

3.1 Processing Incoming Data

3.1.1 Policy statement

- LERC will process all incoming data as quickly as possible, to make them available for use. All incoming data will be logged and acknowledged as part of the processing system.

3.1.2 Background

- Data flow into an LRC is an important element of its operation.
- Data enters an LRC from a variety of sources and in a range of formats, all of which need to be integrated into the data management system.
- A clear transfer of authority should be made when an environmental data resource is put together, to allow data managers to act on behalf of data owners (NBN Data Exchange Principle 4).

3.1.3 Aims

- To enter into Data Exchange Agreements with all regular data providers
- To acknowledge and log incoming data.
- To process incoming data as soon as possible
- To identify and correct any mistakes in incoming data
- To minimise, and check for, errors produced during processing.

3.1.4 Procedure

3.1.4.1 Logging data

- Data received by LERC will be acknowledged and logged promptly.
- If a data provider has not entered into a Data Exchange Agreement, then this should be sought for regular data providers

3.1.4.2 Processing data

- Most incoming data will require either computerisation, or further processing, to allow integration into the LERC database.
- Incoming data will be validated and verified - see 3.2.
- Data will be digitized at the most geographically precise level recorded

3.1.4.3 Prioritising incoming datasets

- Incoming data will be processed as soon as possible.
- Prioritisation in processing will be driven by factors contained in SLAs and the needs of data users; this may change over time.

3.2 Data Validation

3.2.1 Policy statement

- Data held by LERC will have been rigorously validated to ensure the data is factually accurate and free from errors before being made available to third parties.

3.2.2 Background

- Validation is the process of checking if something satisfies certain criterion. For data received by a LRC these criteria include:
 - Free from transcription errors
 - Grid references of records match with other location identifiers and are within the LRC recording area
 - Date of the record is possible (e.g. not in the future)

3.2.3 Aims

- All data will go through the data validation procedure regardless of source and format.
- Data is validated before being made available to third parties.
- Data is validated as soon as possible.
- Records with identified errors will not be entered into the database until they have been researched and resolved.
- Whilst undergoing validation the data will not be released to third parties.
- To eliminate transcription errors by checking the data again after it has been entered into the database (ideally by a second operator).
- All staff will have a basic understanding of data validation procedures and rules to enable consistent data entry

3.2.5 Procedure

3.2.5.1 Species

- Each record will be checked using to ensure:
 - Valid species names are recorded, either scientific or common name, and checked using the NBN Species Dictionary
 - Grid references are valid and within the LRC recording area
 - Dates are valid vague dates compatible with Recorder and are not future dates
- Once each record in the dataset has been checked for the basic elements, it will be entered into Recorder 6 main database. Additional checks will be performed to ensure the data is correctly entered into the database. Any data that does not conform to the basic checks will be returned to the data provider for correction. Unless it is an obvious error in which case it will be corrected by LERC (e.g. clear misspelling of scientific name).
- Once the data has been imported into the main database it will remain 'Unchecked' (and not releasable to third parties) until an additional check that the data has been entered as expected and is without computer generated errors.
- After import, records will be given the determination type of 'Unassessed' and marked as such when released to third parties, until the record undergoes verification.
- On completion of the import of the dataset, metadata will be added to accompany the dataset.

3.2.5.2 Habitat

- Each record will be checked to ensure:

- Valid habitat definitions are used, using the NBN Habitat Dictionary
- Grid references and polygons are valid and within the LRC recording area
- Dates are valid vague dates and not future dates
- The scale and base of the mapping will be checked to ensure it represents an accurate record of the habitat on the ground (e.g. up-to-date maps)
- Once each record in the dataset has been checked for the basic elements, it will be collated into the main database. Additional checks will be performed to ensure the data is correctly entered into the database.
- On completion of the import of the dataset, metadata will be added to accompany the dataset.

3.3 Data Verification

3.3.1 Policy Statement

- All data held by LERC will go through a rigorous process of verification to ensure the data represents a reliable record. Any data yet to be verified and made available to third parties will be clearly highlighted as such.

3.3.2 Background

- Verification of data relates to the accuracy of the identification of the species or habitat recorded. While some common species can be verified by non-experts, the majority of data will have to be verified by county experts, or where not available, national experts. Verification steps include:
 - The species or habitat occurs or is likely to occur in Lincolnshire and if the species or habitat is very local in range, that it has occurred or is likely to occur in the area
 - The species or habitat occurs or is likely to occur at the time recorded

3.3.3 Aims

- All data is verified as soon as possible
- Verification of records is carried out by relevant experts or “verifiers” – usually County Recorders, or national experts where no local expertise exists.
- All staff will have a basic understanding of data verification procedures and rules.

3.3.4 Procedure

3.3.4.1 Species

- At least annually, and with prior arrangement, unverified records will be sent to verifiers for verification. If no verifier is available, then the record remains **Original/Unassessed**, until an opinion can be sought.
- The verifier annotates the record with a determination qualifier (**Known Incorrect, Considered Incorrect, Require Confirmation, Considered Correct, Known Correct**) and can apply comments to the determination.
- The database is then updated to reflect the determination type of the record, specified by the verifier.
- To ensure accurate tracking and audit of data processes, only data entered into the main database will be sent experts for verification.

3.3.4.2 Habitat

- As there is no “county expert” for habitats, habitat data will be verified in house and calling on external opinion where necessary.
- After dataset digitization, each record will be checked against existing habitat inventories and any other available data (e.g. species records, site descriptions) to ensure its occurrence at the recorded location is possible.
- Once the verifier is satisfied that the dataset contains valid records, the dataset will be marked as “verified”, and clearly marked as such when released to third parties.
- If the verifier determines a record to be unreliable, for whatever reason, and the record is unverifiable, then it will be marked as such in the main database and not released to third parties.

3.4 Documenting Data

3.4.1 Policy statement

- Metadata will be developed and kept for all datasets held by LERC

3.4.2 Background

- The compilation of metadata is necessary in order to manage data effectively within an LRC, and to ensure compliance with confidentiality, copyright, and ownership constraints.
- Environmental data should be easily accessible (NBN Data Exchange Principle 1) and therefore needs to be adequately indexed.
- Data managers should make available sufficient metadata to allow data users to assess the scope and potential uses of the information holdings. When environmental data is supplied, accompanying information (metadata) on its ownership, methods and scale of collection, and limitations of interpretation, should be provided (NBN Data Exchange Principle 3).

3.4.3 Aims

- To manage the data in the care of LERC effectively and efficiently.
- To comply with copyright and ownership constraints associated with data.
- To be able to respond quickly to requests for information.
- To be able to provide details of the scope, content and availability of data holdings.
- To audit the data holdings of LERC on a regular basis.
- To ensure the accuracy of the metadata through checking, validation and updating following changes to datasets.
- To make metadata on the datasets held by LERC available on the LBP website.

3.5 Access to Data

3.5.1 Policy statement

- LERC will provide access to the information that it holds. Access will be controlled in accordance with policies on ownership, confidentiality, charging, data exchange agreements with suppliers, and priority levels imposed by management.

3.5.2 Background

- Data managed by an LRC will have been gathered, and is owned, by a number of different organisations and individuals.
- An LRC needs a clear set of terms and conditions under which users can gain access to data.
- Making data available should reduce the risk of damage to the environment. If it is likely to have the opposite effect, availability may need to be controlled (NBN Data Exchange Principle 2). The LRC may restrict access to sensitive data.
- Data managers should make their terms and conditions publicly available, allowing data owners to have confidence in the management and use of their data (NBN Data Exchange Principle 5).
- Personal data must be managed in accordance with the principles of the Data Protection Act 1998 and/or any subsequent legal provision (NBN Data Exchange Principle 6).
- Data managers should make some data freely available (except for handling charges if needed) for not-for-profit, education and research (NBN Data Exchange Principle 7a).
- Data users should expect to contribute to sustaining the provision of data through contributing, either in kind or financially, to the collection, collation and management of data, or at the point of use (NBN Data Exchange Principle 7c).

3.5.3 Aims

- To provide access to data whilst ensuring the following are met:
 - data will only be supplied to third parties according to clear policies.
 - the NBN access terms are met.
 - the release of data does not harm sensitive habitats or species.
 - copyright and ownership constraints attached to data are met.
 - the Data Protection Act 1998 constraints are met.
- To ensure that data users needs are met.

3.5.4 Procedure

3.5.4.1 General access terms

- Data users must agree to the LERC terms and conditions regarding access to and supply of data.
- When requesting access to data, users must submit a reason for the request and state how the information will be used. A limit may be set on the length of time a user may retain data.

3.5.4.2 Conditions imposed by data suppliers

- LERC will discourage data suppliers placing access restrictions on data, above and beyond those required for good data management as described in these policies.
- Where restrictions have been imposed by data suppliers, these will be adhered to. Persons requesting such data may be referred to the data supplier.

3.5.4.3 Sensitive data

- Access to sensitive data will be controlled according to the type of data, the data user, and the purpose of the data request.
- Sensitive data could include information on protected or threatened species, or protected or threatened habitats, or information that could increase the risk of damage to the environment. This is in accordance with Environmental Information Regulations Section 12(5)(g).

3.5.4.4 Data Protection Act 1998

- LERC will comply with the following in relation to any personal data that it processes on behalf of any other party:
 - Process personal data in accordance with the Data Protection Principles under the Data Protection Act. In which, the original recorder has the same rights and protections as when their personal data was processed by the data provider
 - Process personal data only in accordance with the data provider's instructions.
 - Staff will have an understanding of the Data Protection Act and the LERC database will be password protected to ensure the security of the personal data.
 - Give the data provider any information and assistance they may reasonably require in order to enable them to meet their obligations to the original recorder. This includes but is not limited to complying with original recorders' requests for access to, information about, and the rectification of their personal data.
 - Not to transfer any personal data outside the European Economic Area without the consent of the original recorder.
 - Notify the data provider immediately should it receive from an original recorder any request or notice that personal data should not be used for the purpose of direct marketing.
 - Allow the data provider at all reasonable times to inspect and review the steps being taken by the data managers to comply with the Data Protection Act and will give them any assistance they reasonably require with that inspection and review.

3.6 Physical Security

3.6.1 Policy statement

- LERC will ensure that the data in its care (paper and digital) is safeguarded from physical loss or deterioration, and from unauthorised use or alteration.

3.6.2 Background

- The data held by an LRC represents an irreplaceable resource. It must be protected against loss or damage
- An LRC has a moral duty to manage data provided by individuals and organisations in a responsible way.

3.6.3 Aims

- To prevent physical damage to, or theft of, data.
- To prevent unauthorised use of or access to data.
- To comply with confidentiality clauses in Data Transfer Agreements.
- To comply with the requirements of the Data Protection Act 1998.

3.6.4 Procedure

3.6.4.1 Theft/fire/flood

- The building housing LERC is secure, and managed to prevent unauthorised access.
- Paper records will be kept in a secure office, or stored offsite where possible.
- All measures to prevent damage by fire will be taken.
- All measures to prevent damage by flooding will be taken.

3.6.4.2 Computerised data

- Access to the computer system is password controlled.
- Access to the database is further password controlled, with different members of staff/volunteers having different levels of access.
- Incremental data back-ups are created on daily basis, with full back-ups created weekly.
- All incoming computer data will be checked for viruses using an up-to-date antivirus package.

4. Data Provision

4.1 Data Supply and Services

4.1.1 Policy statement

- Data will be supplied in a variety of formats, and a range of data products will be available. Data requests will be fulfilled as quickly as possible

4.1.2 Background

- Data managers should make some data freely available (except for handling charges if needed) for not-for-profit, education and research (NBN Data Exchange Principle 7a).
- Data should be available in a variety of formats, both paper and electronic, according to user requirements, relationship between the LRC and the data user and time constraints.
- If resources are limited, the supply of data to users should be prioritised according to their relationship with the LRC.
- LRCs may receive other enquiries not related to data provision, these need to be responded to. The time spent should be in proportion to the significance of the enquiry and enquirer.

4.1.3 Aims

- To supply a range of data products which meet the needs of users.
- To supply data in a variety of formats, on paper or digitally, as agreed between LERC and the data user
- To supply all requested data within 10 working days.
- To give free access to data for not-for-profit, educational and research uses
- To keep a record of all data requests and their fulfilment.
- To respond to all enquiries with 10 working days.

4.1.4 Procedure

- When necessary, data supply will be prioritised according to the relationship between the data user and LERC with data supply to SLA partners having the highest priority.
- Complete county datasets will not normally be released.
- Access to sensitive data may be restricted, see 3.5.4.3.

4.3 Charging

4.3.1 Policy statement

- Users of data will be charged for the time required to fulfil a data request and the associated administration, management and storage of the data. The data itself is not sold, and remains the property of the recorder.

4.3.2 Background

- LERC will not seek to make a profit, but operate in a way that will maintain a sustainable service to users. It should cover its costs and use any surplus to develop new services as appropriate and support the LBP.
- LRCs should ensure charges for not-for-profit uses are minimal and charges for commercial uses are realistic and do not prevent the use of data (NBN Data Exchange Principle 7b).
- Data users should expect to contribute to sustaining the provision of data through contributing either in kind or financially to the collection, collation and management of data, or at the point of use (NBN Data Exchange Principle 7c).

4.3.3 Aims

- To give free access to data for not-for-profit, educational and research uses
- To enter into Service Level Agreements with regular data users in order to safeguard the future of LERC. The charges levied under SLAs will be different to those for 'one off' and other users.
- To charge commercial users a fee reflecting the time spent fulfilling a data request and associated administration, management and storage of the data.
- To persuade all data users to contribute to sustaining the provision of data.
- To make the current charging rates publicly available on the Lincolnshire Biodiversity Partnership website. www.lincsbiodiversity.org.uk/lerc_drs.php

4.4 Quality Assurance

4.4.1 Policy statement

- LERC will strive to provide the highest quality services and products, and will monitor user satisfaction.

4.4.2 Background

- When environmental data are supplied, accompanying information on its limitations of interpretation should be provided (NBN Data Exchange Principle 3).
- An LRC should employ mechanisms to assess user satisfaction, in order to ensure that the best possible services are being provided to data providers and users.

4.4.3 Aims

- To provide high quality services and products
- To monitor user satisfaction, and act upon suggestions for improvements
- To keep policies and procedures under review to ensure that LERC runs efficiently and effectively.

5. Data Requests

5.1 Data Request Form

Name	
Organisation	
Position	
Address	
Telephone	
Fax	
Email	
Invoice address (If different from above)	

Data requested	
Reason for request	
Area of interest	
Deadline for receipt of data (Please allow 10 working days from receipt of completed form, unless otherwise agreed)	

I/We agree to abide by the terms and conditions stated over.

Signed	
Date	

5.2 Terms and Conditions

1. Copyright of all records remains with the recorder, and of the collated data with LERC.
2. No copies of data are to be made for use by third parties, without written permission from the original copyright owners of the data.
3. Permission must be obtained in writing from LERC if the data supplied is to be used for any other purpose than that described above.
4. The data must not be entered onto a computerised database or GIS without permission from LERC.
5. LERC shall be acknowledged in any report relating to data supplied, and one copy of any such report will be supplied free of charge.
6. Permission to use data expires 12 months after its supply. Applications to extend beyond this period should be made before the expiry date.
7. Data provided is as held by LERC. Past records of presence of a species or habitat do not guarantee continued occurrence. Absence of records does not imply absence of a species, merely that no records are held.

LERC is hosted by the Lincolnshire Wildlife Trust; all payments must be made out to the 'Lincolnshire Wildlife Trust' in order to be processed.

6. Data Exchange Agreements

6.1 Individual Recorder, All Data

I agree to grant a non-exclusive licence in perpetuity to Lincolnshire Environmental Records Centre to store, process, use and pass on to other users copies of all environmental records recorded by me, past and future, within the terms of the stated policies.	
Name	
Address	
Telephone	
Email	

Do you wish to be credited when a publication or analysed report uses a significant (>10% or >100, whichever is the greater) amount of your data?	Yes <input type="checkbox"/> No <input type="checkbox"/> (please tick)
Are you prepared to act as a verifier for records supplied to LERC? If yes, please indicate below which taxa you are prepared to examine.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Taxa for examination	
Will you allow Lincolnshire Environmental Records Centre to include your name in its list of experts for release to other naturalists? (Lincolnshire Environmental Records Centre reserves the right to request details of expertise)	Yes <input type="checkbox"/> No <input type="checkbox"/>

Signed by Recorder			
Printed name		Date	
Signed on behalf of Lincolnshire Environmental Records Centre			
Printed name		Date	

I do not wish my personal data to be released

6.2 Organisation, All Data

I agree to grant a non-exclusive licence in perpetuity to Lincolnshire Environmental Records Centre to store, process, use and pass on to other users copies of all environmental records recorded or commissioned by this organisation, within the terms of the stated policies.	
Organisation	
Address	
Name of contact	
Position of contact	
Contact telephone	
Contact email	

Do you wish to be credited when a publication or analysed report uses a significant amount (>10% or >100, whichever is the greater) of your data?	Yes <input type="checkbox"/> No <input type="checkbox"/> (please tick)
---	---

Signed on behalf of Organisation			
Printed name		Date	
Signed on behalf of Lincolnshire Environmental Records Centre			
Printed name		Date	

6.3 Individual Recorder, Specific Dataset

I agree to grant a non-exclusive licence in perpetuity to Lincolnshire Environmental Records Centre to store, process, use and pass on to other users copies of the records described below and recorded by me, within the terms of the stated policies.	
Name	
Address	
Telephone	
Email	

Name of dataset			
Date of record(s)			
Location			
Taxonomic groups			
Number of records (approx)		Format (e.g. paper, electronic)	
Date records passed to Lincolnshire Environmental Records Centre			

Do you wish to be credited when a publication or analysed report uses a significant amount (>10% or >100, whichever is the greater) of your data?	Yes <input type="checkbox"/> No <input type="checkbox"/> (please tick)
---	---

Signed by Recorder			
Printed name		Date	
Signed on behalf of Lincolnshire Environmental Records Centre			
Printed name		Date	

I do not wish my personal data to be released

6.4 Organisation, Specific Dataset

I agree to grant a non-exclusive licence in perpetuity to Lincolnshire Environmental Records Centre to store, process, use and pass on to other users copies of the records described below and managed by me, within the terms of the stated policies.	
Organisation	
Address	
Name of contact	
Position of contact	
Contact telephone	
Contact email	

Name of dataset			
Date of record(s)			
Location			
Taxonomic groups			
Number of records (approx)		Format (e.g. paper, electronic)	
Date records passed to Lincolnshire Environmental Records Centre			

Do you wish to be credited when a publication or analysed report uses a significant amount (>10% or >100, whichever is the greater) of your data?	Yes <input type="checkbox"/> No <input type="checkbox"/> (please tick)
---	---

Signed on behalf of Organisation			
Printed name		Date	
Signed on behalf of Lincolnshire Environmental Records Centre			
Printed name		Date	

6.5 Data Exchange Agreement

Data exchange agreements are used in order to protect and set out the responsibilities of the Recorder and LERC.

1. All data held by LERC remains the property of the owner.
2. The owner has guaranteed access to their data.
3. The owner has the right to request the removal of their data from the LERC database at any time.
4. Data submitted to LERC should meet minimum environmental record standards, and must have been collected legally.
5. Organisations or groups submitting data must have the agreement of all Recorders whose data is included, or the agreement of the ruling body.
6. Data held by LERC will be managed and disseminated according to LERC policies.
7. LERC policies are freely available on the Lincolnshire Biodiversity Partnership website.
8. LERC will discourage data suppliers placing access restrictions on data, above and beyond those required for good data management as described in LERC policies.
9. Data will only be released in response to *bone fide* requests, and access to sensitive data will be restricted.
10. Data provided to LERC could be subject to a request under the Environmental Information Regulations.
11. Large datasets belonging to one Recorder will not usually be released without consultation with the Recorder.
12. Most of the data released by LERC will be in a value-added format above the level of raw data, for example, compiled species lists for sites, distribution maps.

Owner = person who has collected environmental records (recorder), or the paying body where records have been collected under paid contract for example.