

# DATA ENQUIRY AND RELEASE FORM

Please complete, sign and fax to SEWBRcC on 029 2038 7354;  
or post to SEWBRcC, 13 St. Andrew's Crescent, Cardiff, CF10 3DB;  
or email to [info@sewbrec.org.uk](mailto:info@sewbrec.org.uk)



SOUTH EAST WALES BIODIVERSITY RECORDS CENTRE  
CANOLFAN COFNODI FIOAMRYWIAETH DE DWYRAIN CYMRU

## CONTACT AND ADMINISTRATION DETAILS

Name			Position	
Please note that additional names of clients, agents and colleagues (including from other sections or departments) who will access data provided by SEWBRcC <b>MUST</b> be added to page two of this form. Please see overleaf for further information.				
Organisation				
Contact address		Invoice address (if different to contact address)		
Telephone number		Order number (if applicable)		
E-mail address				

## INFORMATION REQUEST

Location of search (grid reference and site name): <i>If possible, please include a map or GIS layer with a clear site boundary.</i>			
Reason for request and intended use of information: <i>Please note: Under the terms of the Environmental Information Regulations (2005), you are not obliged to provide this information.</i>			
DATA REQUIRED	✓/✗	Search Buffer (ideally please specify a single search buffer or a maximum of two different search buffers; minimum recommended buffer = 500 metres)	
<b>Protected and Priority Species</b> EU and UK legally protected species, Section 42 (NERC Act, 2006) species, UK BAP Species*, CITES species, Badger Protection Act. (* this category will not include the 'BAP – research only' species unless specifically requested).			
<b>Other Species of Conservation Concern</b> Red Data Book and Nationally Scarce species, EC Birds Directive, BONN Convention Species.			
<b>Locally Important Species</b> Local BAP species, locally rare and scarce species (as identified by local experts).			
<b>All Species</b> All records held including common and widespread species.			
<b>Selected Species</b> (please list)			
<b>Statutory Designations</b> e.g. Ramsar, SAC, SPA, SSSI, NNR, AONB, LNR.			
<b>Local Designations</b> e.g. Wildlife Trust Reserves, SINCS, Wildlife Sites.			
<b>Habitats</b> CCW Phase I habitat survey data.			

OUTPUT FORMAT REQUIRED	✓/✗	
Paper (GIS plot and report)		
Electronic (JPEG/PDF file)		

# 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 provided outside the Environmental Information Regulations (EIR) 2004 and the Freedom of Information Act (FoIA) 2000 (to prevent its becoming by default "public information"). It is provided only to myself and those named below.
- 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, 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 all data (including that marked sensitive or confidential) may not be passed on to other bodies or individuals (including clients, agents and colleagues) unless they are named below, have received a copy of this form and agree to abide by its terms.
- I understand that I may not copy, distribute, disseminate, publish or broadcast any data (including that marked sensitive or confidential) in any format, including on the internet, to anyone not named below, without written consent from SEWBRc, unless required to do so by law.
- I agree that where other parties not named below require the information, I will direct them to SEWBRc.
- I agree to keep all data secure from unauthorised or accidental use, access, disclosure or loss, and to take reasonable practical steps to ensure its security.
- I agree to delete or destroy all data after 12 months or after use.

## GENERAL TERMS:

- I understand that the South East Wales Biodiversity Records Centre (SEWBRc) 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 neither I, nor any of my colleagues or associates who may have access to data obtained from SEWBRc, have been investigated for or convicted of any form of wildlife crime, nor have they 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 SEWBRc.
- I acknowledge that I cannot use information for any purpose other than that for which it was requested.
- Data supplied by SEWBRc must not be entered into a computerised database or geographic information system without written permission from SEWBRc unless supplied in that format.
- SEWBRc will be acknowledged in any publications or reports, which are produced, using data it supplied. A copy of any such publication or report produced using the data from SEWBRc would be gratefully received if provided free of charge.
- Permission to use data supplied expires 12 months after receipt. SEWBRc will be contacted within one month of expiry if the data is still required.
- Data is provided 'as held' by SEWBRc and was deemed to be accurate at the time of collection. SEWBRc cannot guarantee the accuracy of data supplied, although all data is verified and validated as far as possible.
- I will not hold SEWBRc or its data suppliers liable for problems/financial loss, which might arise from inaccuracy of any data supplied by SEWBRc.
- 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 SEWBRc.
- Use of SEWBRc data does not in any way replace the need for adequate field survey.

## ADDITIONAL NAMES OF CLIENTS, AGENTS AND COLLEAGUES WHO WILL ACCESS DATA PROVIDED BY SEWBRc:

Please continue on a separate sheet if required. Please note that this section is compulsory, and if you do not complete it satisfactorily, there may be a delay in processing your enquiry. General terms such as 'landowner', 'client', or 'colleagues' cannot be accepted.

Name (of individual or department)	Organisation	Position

I confirm that the above section has been left blank intentionally, as the data provided by SEWBRc is for my sole use and no other clients, agents or colleagues will access the data (please tick box if this statement applies).

Signature:	Date:
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*Details of this enquiry will be held on a database by South East Wales Biodiversity Records Centre and may be made available on request to funding partners of SEWBRc.*

Please tick this box if you do not wish the information on this form to be shared in this way.