

Doncaster Local Records Centre (DLRC)

Policy Statement – June 2011

DATA TRANSFER STATEMENT

FOR USE BY INDIVIDUAL RECORDERS

Terminology

Below are definitions of the terminology used in this document:

Term	Definition
'DLRC' or 'the LRC' or 'Licensee'	Doncaster Local Records Centre (The Licensee) The Local Records Centre for the Doncaster Borough, who collate, manage and disseminate environmental data on behalf of professional local organisations, and amateur naturalists.
YHEDN	Yorkshire & Humber Environmental Network A community of the Local Record Centres in the Yorkshire & Humber region who collate, manage and disseminate environmental data on behalf of both professional organisations and amateur naturalists. The term is used to refer to both the network and its member organisations.
'Data Copyright Holder' or 'Recorder'	In most cases these will be amateur naturalists. DLRC and YHEDN act as the custodians of environmental data but in most cases the data remains the property of the original recorder and they retain any copyright governing its use.

Purpose of the Statement

The signed Statement provides clear permission for DLRC to collate and to use the records submitted to them, in accordance with their normal policies and procedures. Details of these policies and procedures can be found on the DLRC webpages and copies are available on request.

The Statement has been developed for use where the intellectual copyright of the data is clearly invested in one individual (and therefore the exchange of data is in no way contentious), and the subject of the data is neither confidential nor sensitive. In these cases, this simplified Statement, appended to a data set and supported by a signature, can be used in place of DLRC's legally approved '**Data Transfer Licence**'.

Use of the Statement

When data is provided to DLRC, the recorder accepts that it will be held and used in accordance with DLRC's policies and procedures. This Data Transfer Statement can be used to clarify this arrangement, particularly where larger datasets are involved, and as required by individual recorders.

The Statement can be used to provide the recorder with an opportunity to specify how their data will be used. Where the recorder indicates approval for DLRC to exchange data with the YHEDN, DLRC will be required to complete the YHEDN's 'Data Collation Statement' or other appropriate mechanism for transferring authority to use environmental data, on all recording forms from which data may ultimately be managed and disseminated by YHEDN.

Separate Data Transfer Statements should be completed by each individual recorder providing data to DLRC. A separate Data Transfer Statement should be completed to accompany all data sets not described within signed agreements/ statements and specifically in instances where any restrictions on data use apply. A Data Transfer Statement is also available for organisations providing data to DLRC.

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Use in batch electronic transfers from a recording package

Where environmental data are captured in a software recording package and the original recorder does not wish to enter into a full formal '**Data Transfer License**', this Data Transfer Statement can be used to support any data export between the recorder and DLRC. Under these circumstances the transfer should identify the data to be exchanged and will record whether the supplying party intends to vest the original data with DLRC for collation, validation, editing and subsequent archiving of the raw data or alternatively vest a copy of the data, retaining the original, under which circumstances, DLRC will only use but not edit the data. Where DLRC receives a copy of the data, it will undertake a periodic review of the data and contact the originator of the data held to ensure that it represents the most recent version of the data set. This will help to protect the integrity of the raw data and maintain consistency with the original, particularly important where DLRC has a role to disseminate data, which is in parallel to the originator of the data.

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Statement clarifying the transfer of permission to use environmental data to DLRC

This is an agreement between the Data Copyright Holder of the Environmental Data, (which forms the subject of this agreement and is described below) and the Doncaster Local Records Centre (DLRC). The agreement concerns the use of the environmental data that I have collected (or will collect), and any details about me that are necessary to manage and disseminate the data.

By submitting information on this form, I understand that the environmental records will be added to DLRC's data recording and Geographic Information System (GIS) and will be used in the normal operation of the Local Records Centre. Normal operation may include manual or electronic dissemination, (including the use of the internet), in support of environmental decision-making, education, research and other public benefit uses.

In submitting the data I agree to allow DLRC to collate and manage the data and give: (Please tick one box)

Full licence for DLRC to use and disseminate the data in accordance with their **'Data Access and Exchange Policy'**, **'Data Confidentiality Policy'** and other supporting policies and procedures. (I understand that a copy of this policy is available from DLRC).

OR

Permission for DLRC to collate and manage the data, subject to conditions of use ('A more formal **'Data Transfer License'** is available if necessary)

I understand that my name and contact details will be used for administration and data verification purposes only. I further understand that my contact details will not be passed to other parties without my specific permission, whilst my name will form part of the record which is collated and potentially disseminated.

(Please tick)

I confirm that I have read DLRC's **'Data Access and Exchange Policy'** and **'Data Confidentiality Policy'** and accept this Data Transfer Statement

The Data Copyright Holder		Date
Print name		
Signed		
The Licensee (DLRC)		Date
Print name		
Signed		
Summary description of Data (e.g. date range, subject, site):		
Data management and dissemination conditions (if required):		