



**Biological
Records Centre**

C3- Data Sharing and Access Policy.

Last updated 19/05/14

Introduction.

This policy outlines KMBRC's commitment to sharing and allowing access to biodiversity data and must be used in conjunction with protocol D2 – Data Exchange and D3, D4 and D5 which cover data exchange between KMBRC and an individual, KMBRC and a recording group and the KMBRC policy on the handling of confidential records respectively.

Principles:

The KMBRC follows the NBN Data Exchange principles (<http://www.nbn.org.uk/Share-Data/Providing-Data/NBN-Data-exchange-principles.aspx>) in providing access to data held at the Centre.

This policy is to be used in conjunction with the KMBRC Data Entry Protocol to ensure that data entry standards are adhered to at all times. By using Recorder 6 as our main database and following the KMBRC Protocol for data entry we are ensuring that National Biodiversity Network (NBN) Metadata standards are adhered to in all our species records.

Our aims are as follows:

1. Data held by KMBRC will be made accessible to those requesting access to enable their use for not-for-profit decision-making, education, research and other public-benefit purposes.
2. In making biodiversity data available KMBRC will ensure every effort is made to reduce the risk of damage to the environment. Where release of data may be considered by KMBRC or one of its partners to pose a risk of damage to that species, data may be provided at a lesser resolution to that held on the KMBRC database or in some cases withheld altogether. Any data provider can, at any time, request that certain data be marked as confidential and only available for release for a specific purpose and with written permission from the data originator or an assigned recording group who have permission to act on behalf of the data originator. This principle may, for example, be applied to breeding birds and animals that are under threat from persecution such as badgers and hares. For further details of the KMBRC policy on Confidential Records see protocol D5.
3. KMBRC will only be able to accept data where the information supplied has sufficient meta-data to allow biodiversity data users to assess the scope and potential uses of their information holdings. When biodiversity data are supplied, KMBRC will request that

accompanying information (meta-data) on its ownership, methods and scale of collection and limitations of interpretation, be provided.

4. A transfer of authority will be made where appropriate when a biodiversity data resource is put together, to allow biodiversity managers to act on behalf of the biodiversity data owners. KMBRC holds the majority of its species data in Recorder 6 and this data is provided to us from a variety of sources including consultants, conservation organisations, local authorities, statutory organisations, recording groups and members of the public. Where data is entered into Recorder it is generally becomes the top copy dataset and copies of the relevant species data are then provided to recording groups as appropriate and in a timely fashion to ensure that the data held by the recording groups and the Records Centre are synchronised. However, there are some key datasets where the top copy will always be that held by the data originator. As such, should it come to light that there is an error in the record, that record will be corrected by the data originator and an update provided to KMBRC. There are also two significant datasets used daily by KMBRC, those being the Kent Bat Group Database and the Kent Ornithological Society Database where the top copy is held by the Recording Group, new data received by KMBRC is set directly to those groups for validation and entry onto their copy of the databases and then an update is provided to KMBRC. See D3 and D4 – data exchange agreements for individuals and organisations for further details.
5. KMBRC have a defined framework of terms and conditions publicly-available on its website on its page outlining the charging policies of the Centre as well as having documented policies on data management, exchange and use (see D3 and D4). These policy documents are not just provided to contributors but require a signed permissions form to formally record that both parties understand the terms under which data sharing will be allowed. This enables KMBRC to provide data contributors with a level of control and confidence in the way that KMBRC act in the management and use of data. The only exception to this principle is where ad hoc records are provided by members of the public. In these cases, in place of a formal agreement, an individual is asked only to submit their records if they are happy for them to be entered onto the KMBRC database for use in the day to day work of the Centre and give permission for KMBRC to act as custodians of that data. Of course an individual may still request that specific records be marked as confidential in which case they would be held under the terms of policy D5.
6. KMBRC handles and manages all personal data in accordance with the principles of the Data Protection Act 1998 and is registered under with the Information Commissioners Office to demonstrate its full compliance.
7. a) KMBRC does not impose any charge for the time taken to prepare biodiversity data reports for those users wishing to access information for the purposes of conservation, education and personal interest.

b) KMBRC charges a fee for searches deemed to be of a commercial nature that reflects a proportion of the cost to the KMBRC in managing the information held and supplied in those reports. This cost will never include a charge for data itself but is set to represent a fair proportion of the cost of running the Records Centre for the period of time it takes to produce that report including staff salaries, rent, equipment maintenance and software licences necessary to enable us to deliver the service.

c) According to the principles of NBN Data Exchange, biodiversity data users should expect to contribute to sustaining the provision of biodiversity data through contributing either in kind or financially to the collection, collation and management of biodiversity data, or at the point of use. In applying and adhering to points a) and b) above we can ensure that this is done in a fair and transparent manner. Our charging policy is also made freely available at all times on our website.