BIS Data Capture Policy

A1. DATA: CAPTURE AND MANAGEMENT

Background:

- BIS requires good data in order to function. To obtain such information, it has developed a number of data acquisition routes including:
    - Obtaining copies of datasets from local recorders and groups;
    - Gathering records direct from recorders via its online data capture portals, WiReD and LERC Wales App
    - Extracting records (with permission) from reports and publications.
    - Collating habitat, sites and other geographical datasets from a range of third parties.
- Where appropriate, BIS enters into an agreement with data providers to define the responsibilities of each party and to deal with issues around data ownership, copyright and intellectual property rights.
- BIS manages the data in its possession with sensitivity, impartiality and professionalism.

Policies and implementation notes:

A.1.i.	BIS will follow principles of Data Exchange Agreements with all data providers

- A major data flow into BIS is from individual biological recorders, county recorders and recording groups.
- Originally BIS entered into Data Exchange Agreements with key data suppliers. This was reviewed in 2008 but many recorders do not want to be tied into written agreements. BIS will enter into written agreements if requested but if not, BIS will always follow the main principles of these Data Exchange Agreements.
- The ownership and copyright of all records will remain with the Recorder. The Recorder, therefore, retains the right to publish his/her data without any restrictions from BIS.
- BIS will keep all data supplied in its original form if possible and will not infer information without consulting the Recorder
- BIS will not publish, nor permit a third party to publish, information containing a significant amount of the Recorder's data without first seeking permission from the Recorder
- BIS includes the following **Standard Data Submission Statement** when replying to a data provider who has sent in a dataset or casual records.
  'We will incorporate your records into the BIS database as soon as possible and they will be collated and disseminated manually or electronically, for environmental decision-making, education, research and other public benefit uses under licence. These records will include the recorder name, but no further contact details. Anonymised versions of records may be released at coarse resolution on the NBN Atlas. Please see the BIS Privacy Policy to see how we handle personal information
- BIS will not share County datasets or third-party data with NBN Atlas unless specifically asked to do so.
- A list of services to support local recorders is shown on the BIS website

A.1.ii.	**WiReD users enter into appropriate data sharing agreements upon registration**

- The process of registering as a user on WiReD, the on-line Wildlife Recording Database, includes the use of a tick box to accept a series of terms and conditions .

A.1.iii.	**LERC Wales App is Biological Record Centre Approved**

- The LERC Wales App is BRC approved and built on the Indicia platform linked to the iRecord system
- Registering allows you to agree to the Privacy Policy as in Annex1

A.1.iv.	**BIS adheres to appropriate third-party licences when handling their geographical data layers**

- BIS collates, holds and disseminates a range of geographical datasets from a range of third parties, including Natural Resources Wales and local authorities.
- Where such datasets are supplied with licences, BIS will enter into appropriate agreements to ensure that future use and dissemination of such data is legal and agreed.
- Geographical datasets are stored at capture resolution and are not edited or altered unless with the express permission of data providers.
- BIS maintains a register of third-party geographical datasets that it holds.

A.1.v.	**BIS respects and responds to the wishes of data providers**

- Where data providers have specific issues or concerns BIS endeavours to accommodate these concerns if technically feasible. Whilst BIS generally discourages restrictions being placed on data that limit their availability, the need to retain the trust and co-operation of recorders and data providers is an important consideration.

A.1.vi.	**BIS utilises industry standard software for the management of its data assets**

- In order to properly and professionally manage its data holdings, BIS utilises a range of industry standard software packages. These include Recorder 6, ArcMap, QGIS, the Indicia-based WiReD on-line recording website and the LERC Wales App. In addition, customised internal systems have been developed to draw all data together into a PostGres database. This dataset is also streamed to the all-Wales shared data server thereby exposing it to querying via LERC Wales' Aderyn online data access portals.

A.1.vii.	**BIS documents, stores and disseminate metadata to describe its data holdings**

- As well as holding, managing and disseminating species, habitat and designation data, BIS also maintains information about its data holdings (known as metadata) to assist with data management and to provide information to service users.
- Maintenance of up-to-date metadata assists BIS with:
  - Understanding the nature of its data holdings, including aiding the identification of gaps in taxonomic or geographical data coverage.

- Tracking ownership and availability of its data holdings in order to determine how data can or cannot be used.
- Making existing and potential users aware of the extent of data holdings and of how the data can be accessed.
- Metadata on species datasets are entered and stored in Recorder 6 and are also available to accompany all datasets uploaded to NBN Atlas. Metadata for geographical data holdings are contained within BIS's register of third-party geographical datasets.

Appendix 1: LERC Wales App Privacy notice

- **Use of your name**

If you choose to create a user account for the app, this will be created on the [Biological Record Centre's iRecord system](#). This enables you to log in and see your records and those submitted by other people for all species. Your name, as specified when you create the account, will appear next to your records and will be viewable by other users of iRecord.

- **E-mail address**

To create an account you will need to supply your e-mail address, which will be used in order to validate your account and to send you periodic updates and important information about the project. Your email address will not be shown and disseminated with your records but will be available to the verifying experts if they need to contact you about your sightings. You are able to delete your iRecord account or opt out of receiving emails at any time.

- **Other information collected by the application**

All records submitted will be stored permanently on a secure server at the Biological Record Centre. Records will be made accessible to Local Environmental Record Centres, conservation organisations, scientific researchers, the NBN Gateway and the public.

- **How long will my data be stored?**

Your submitted records will be stored permanently and used to inform the conservation and study of the recorded species in the future.

- **Who will have access to my personal data?**

Only those directly involved in developing this app and running this recording scheme or verifying records as experts, will have access to your email address. Unless required by law, data will not be made available to any third parties unless we have obtained your permission to do so.

- **Use of media submitted with the app**

By submitting a photograph with this app you:

- Give the project and its partners permission to publish the file/s on their respective websites and to use the file/s in any publicity materials they produce.

- Grant the project and its partners a non-exclusive, worldwide licence to republish the file/s in any format including, without limitation, in print and electronic formats.

- Warrant that the file is entirely your own work and has not been copied in whole, or in part, from any 3rd party and does not infringe any 3rd party intellectual property rights.