

Essex Wildlife Trust Biological Records Centre Data Access and Use Policy

Introduction

Essex Wildlife Trust (EWT) collates and manages data collected by its staff, volunteers and members with a view to enabling evidence based conservation and management across Essex. Essex Wildlife Trust Biological Records Centre was established in 2013 to promote data sharing in Essex and to work with external partners to ensure that information on species and habitats in Essex is available as widely as possible.

This document covers both Essex Wildlife Trust and the Essex Wildlife Trust Biological Records Centre. This document applies to anyone collecting or using records from Essex Wildlife Trust reserves, and anyone who submits data to, or uses data from Essex Wildlife Trust Biological Records Centre.

1. Data Collection

- 1.1. EWT requests that all species records collected on Trust reserves are passed to the EWT Biological Records Centre, and that any usage restrictions on data are agreed beforehand with EWT. Records should be forwarded to records@essexwt.org.uk or submitted online at www.essexwtrecords.org.uk (template spreadsheets and guidance for submitting data to us can also be found here). Records that are awaiting identification, unconfirmed or sensitive should be flagged as such.
- 1.2. General species recording on Essex Wildlife Trust reserves can be carried out without a permit from public rights of way and permissive paths.
- 1.3. Recording on Trust reserves that requires collecting samples; the use of destructive survey techniques; or accessing parts of a reserve away from public rights of way must only be carried out with permission from EWT and may require a permit. For more details please see [the EWT policy for recording on Trust reserves](#).
- 1.4. By submitting records to EWT Biological Records Centre you give your consent to us storing and using your data as detailed below.

2. Data Storage

- 2.1. Original copies of biological records will be stored on a secure server, and archived after entry on the EWT database. Paper copies will be archived in a locked, climate controlled storage area or scanned and stored electronically as above.
- 2.2. Individual EWT staff, volunteers and the general public are encouraged to register on the EWT Records Website www.essexwtrecords.org.uk and submit species records using our online recording forms. Data can be accepted on spreadsheets or in other formats but due to the volume of data we receive this may take longer to process.
- 2.3. Records and information collected via our online recording forms are stored on the Biological Records Centre (BRC) Warehouse <http://www.brc.ac.uk/>. By submitting online records to the EWT website you are consenting for your data to be stored in this way. Data collected via the BRC is managed according to the security procedures of the Centre for Ecology and Hydrology, <http://www.ceh.ac.uk/>. Data stored on the BRC Data Warehouse will be shared with all National Recording Schemes.
- 2.4. The main EWT Biological Records Centre database is held on a Recorder 6 networked database and backed up on a regular basis to a secure server.



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Registered Charity
No 210065

VAT Registered
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3. Data Use

- 3.1.** Data collected by Essex Wildlife Trust staff as part of EWT recording schemes remains the property of Essex Wildlife Trust unless otherwise agreed in writing.
- 3.2.** All data held by EWT remains the intellectual property of and in the ownership or copyright of EWT or the original data provider. No transfer of ownership is to be inferred by the provision of data by EWT to external organisations or individuals.
- 3.3.** By submitting data (including photographs) to Essex Wildlife Trust, the data collector consents to the Trust storing this information as above, publishing and sharing it with external partners, subject to any restrictions placed upon it by the original data provider. EWT does not usually pass recorder names or personal details on to third parties, the sole exception being to allow verifiers access to recorder details for the purpose of verifying species records. Any photographs used by EWT will be credited to the photographer.
- 3.4.** EWT staff, volunteers and EWT Records Centre not-for-profit partners may access EWT records free of charge in order to inform conservation and management decisions across Essex. However, this data should not be passed on to third parties or published without prior written consent. This is to prevent use of the data by parties who are not entitled to access this information, particularly in the case of sensitive records; and to prevent data from being distributed without the accompanying metadata to aid in the interpretation of records.
- 3.5.** Many of the datasets supplied by Essex Wildlife Trust Biological Records Centre are subject to change over time. Please check that you have the most up to date version before using data that you have requested previously. You, the end user are responsible for checking that you are using up to date data and requesting updates. We are unable to take responsibility for any data used that is out of date. We suggest you request update checks every 6-12 months.
- 3.6.** Datasets may be restricted in resolution if they contain confidential records; please check the metadata supplied with the dataset for details.
- 3.7.** Datasets supplied by Essex Wildlife Trust Biological Records Centre should always be acknowledged as such if used for reporting purposes.
- 3.8.** Data should not be passed on to third parties, published or added to a database unless written permission has been obtained from the Records Centre for this use.
- 3.9.** Please note that this data may have come from a variety of sources, and may not be independently verified. Whilst we make every effort to ensure the accuracy of the data supplied, it should not be taken as definitive. EWT Records Centre can accept no responsibility for any costs, damages or liabilities whatsoever arising from the use of data provided by the records centre or any inaccuracies within it. EWT Records Centre does not hold all data for Essex; therefore all other sources of data in Essex should be consulted in order to obtain a complete dataset.

4. Other

- 4.1.** Please notify us of any errors or omissions.
- 4.2.** We reserve the right to block access to the EWT records website in the event of misuse.
- 4.3.** If you have any queries about datasets please contact records@essexwt.org.uk.
- 4.4.** This document will be reviewed annually.