

# Doncaster Local Records Centre (DLRC)

Policy Statement – July 2020

## 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, which collates, manages and disseminates environmental data on behalf of professional local organisations, and amateur naturalists.
YEDN	Yorkshire Environmental Data Network A community of the Local Records Centres in the Yorkshire region which collates, manages and disseminates 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 YEDN act as the custodians of environmental data but in most cases the data remain the property of the original recorder who retains any copyright governing their use.

### Purpose of the Statement

This Data Transfer Statement is for use on recording forms using either traditional (e.g. paper) or electronic media, or accompanying the exchange of files in electronic format from specialist software (e.g. Recorder 6).

The signed Statement provides clear permission for DLRC to collate and to use the records submitted to it, in accordance with its normal policies and procedures. Details of these policies and procedures may 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, either as part of a recording form or appended to a data set and supported by a signature, may be used in place of DLRC's legally approved '**Data Transfer Licence**'.

### Use of the Statement

This Data Transfer Statement will be provided with all data recording forms, whether in traditional or electronic media format, produced by DLRC. Where the recorder indicates approval for DLRC to exchange data with the YEDN, DLRC will be required to complete the YEDN'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 YEDN.

Separate Data Transfer Statements will need to 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 on recording cards and paper forms

The Data Transfer Statement will be printed where it is likely to be read by the user/recorder. Where space dictates that the statement must be printed on the reverse of a form, the user/recorders attention will be drawn to the statement through a note in the main body of the form and a tick box will be provided for the recorder to indicate that they have both read and accepted the statement.

## Use on electronic forms.

The Data Transfer Statement will either be part of the form, or displayed when the user accesses the form for the first time. Where the records are deemed to be potentially sensitive, measures will be taken to ensure that the user / recorder acknowledges having read and agreed to the policy, before the data can be submitted. All uses of the Data Transfer Statement will be accompanied by details of how copies of associated policies can be obtained.

## Use as a stand-alone statement

Where the data to be exchanged are neither sensitive nor their ownership contentious, the Statement can be used to support a relatively informal data exchange agreement between a data provider and DLRC and to record formally that clear permission has been given for DLRC to collate, manage and disseminate the records exchanged.

## 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 Licence'** 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):		