

Cornish Biodiversity Network

Data Sharing and Use Policy

1. Introduction

This document sets out the Cornish Biodiversity Network's policy on the sharing and use of the data we hold. The policy helps to achieve a rational and consistent approach towards the management of data availability and use. It is intended to help our data providers and users better understand our aims and intentions. We want those that provide us with data to understand how the data will be used and made available to others. We want those that use the data we hold to understand the rationale behind any constraints we place on the availability of data.

2. Our aims and objectives

The Cornish Biodiversity Network (CBN) is a county-wide network of data collectors (recorders) and data users, working together to promote the recording of wildlife in Cornwall and the Isles of Scilly and to ensure that valid and verified species, habitat and site-based information is made available via an online portal, the Cornish Biodiversity Network website.

It is a Community Interest Company (CIC) and is overseen by a Steering Group comprising data collectors, data custodians and data users.

3. Data sources

The Cornish Biodiversity Network (CBN) collates and makes available data and images from recorders, recording groups, environmental consultants and both public and private organisations who undertake wildlife surveys. The CBN holds data and images from both volunteer and professional surveyors.

Species data derive from general, ongoing recording of species groups; pan-species listing; site surveys; and long-term monitoring schemes. Species data includes records of fauna and flora, both terrestrial and marine collected over many decades; while habitat data include the boundaries of Biodiversity Action Plan Priority Habitats. Site data include boundaries and information for sites designated at the international and national level.

4. Data use

When data or images are received they undergo a process of quality control prior to archive storage.

- All data and image resources are archived electronically on secure systems to ensure that a copy of the original data remains available for use by future generations.
- All data and image resources and its associated metadata undergo quality assurance. The checks differ depending on the type of data or images. All species records undergo validation and verification checks (some of which are species specific) and are entered into the ERICA database. For further

information view our quality control, metadata standard, validation, and verification information.

- The CBN may copy data / image files to different formats to ensure present accessibility and as hardware or software changes in the future.

5. Data sharing

The Cornish Biodiversity Network (CBN) is committed to promoting the use of the wildlife-related data collected and collated in Cornwall and the Isles of Scilly. The CBN believes that wildlife data resources should be available for widespread use in not-for-profit decision making, research, education and other public-benefit purposes. To this end, CBN makes data held on the ERICA database, along with habitat and designated site data and their associated metadata freely available over the World Wide Web, in order to contribute to the local and national resource of environmental data. The data are currently available on-line for use in not-for-profit decision-making, research, education and other public benefit purposes, free of charge at a four-figure Ordnance Survey grid reference resolution.

The CBN also aims to provide the data and metadata it holds to the National Biodiversity Network (NBN) for public use. However, there may be some circumstances in which, as a responsible data custodian, the CBN may need to restrict access to all or part of some data resources. Whenever restrictions are applied the justification and rationale behind the decision are documented and made available.

Reasons why the CBN might restrict access to data holding are:

- If the release of certain data is likely to increase the risk of environmental damage or put particularly sensitive species at risk.
- If the release of data is likely to jeopardise the supply of data and collation of future data resources. The CBN is a data collator and custodian and does not own the data resources held. Data providers support our data sharing and use policy but are under no obligation to share their data with you through us.
- If the data provider has requested that certain data or information is withheld. For example, where data may be commercially sensitive, or where the data is under preparation prior to publication. The restriction may be permanent or temporary depending on the restrictions agreed with the data provider.
- If the data contains personal information. Information held by the CBN is managed in accordance with the Data Protection Act 1998. Personal data will be managed in accordance with our published privacy statement. Personal information may be removed from the data resources that we make available.

- If the data will be used for commercial purposes. A financial charge will be made for all those making financial gain from the data, for example environmental consultants, developers etc.

This data sharing policy is based upon the seven Data Exchange Principles promoted by the NBN Trust as best practice.

6. Terms and conditions

The CBN holds datasets provided by a variety of public and private bodies, but mainly by individual local recorders. The data/image provider (and copyright holder if different) will be stated in the associated metadata. Data providers retain the copyright of the original data or images at all times. Data providers have given the CBN their permission to hold a copy of their data/image(s) within the database. All our data and image holdings are made available for use under the CBN Terms and Conditions. The Terms and Conditions are important and protect the copyright of our data and image providers. Users are permitted to use the data holdings that we make available on-line for their own private use or for use in the ordinary course of their business, provided that such use is in accordance with our Terms and Conditions. Anyone wishing to use data or images for commercial purposes will be required to make a financial payment via the CBN online portal. Anyone wishing to use data or images for wide dissemination, including use on web sites, leaflets or in promotional brochures should contact the CBN. Any use of data or images that is not addressed in the Terms and Conditions will require permission from the data provider (or copyright holder if different) via the CBN.

7. Charges

The CBN data and image resources are made available on-line, for use in not-for-profit decision making, research, education and other public-benefit purposes, free of charge. However, if the data and images are to be used for commercial gain, by environmental consultants, developers etc. then a financial charge will be made for this use, in line with the CBN's *Charging Policy*. The money gained through this *Charging Policy* will contribute to the ongoing collection and management of the CBN's data holdings through the funding of data collectors and verifiers, as well as contributing to the research grant scheme within Cornwall and the Isles of Scilly.

8. Further information

Further information about the CBN and the data it holds can be obtained from our website www.cornishbiodiversitynetwork.org or by emailing admin@cornishbiodiversitynetwork.org.