



Buckinghamshire & Milton Keynes
Environmental Records Centre

NBN Gateway Data Policy

Aims

1. To place all data held by Bucks and Milton Keynes Environmental Records Centre (BMERC) on the NBN Gateway public website.
2. To make those data accessible to any user of the NBN Gateway except where it is not in the best interests of wildlife conservation.
3. To consult with and obtain agreement from data providers before uploading data where this is possible and reasonable.
4. To design the upload of data in such a way not to impact deleteriously on data flow to and from BMERC.
5. To design the upload of data (i.e. composition of datasets) in such a way so that maintenance of the data is practicable and sustainable.
6. To regularly update the data on the NBN Gateway.



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Policies

A. Data acquired prior to September 2009

- A.1 From the existing records held, BMERC will identify data providers who should be directly contacted for consent to be obtained.
- A.2 BMERC shall, where reasonable and having regard for the scale of the data provided, obtain the consent of data providers before uploading data on to the NBN Gateway.
- A.3 Where the scale of the data provided warrants it (e.g. for main recording groups), contact will be made with those data providers and a data agreement signed for existing data.
- A.4 BMERC will advertise its intention to place existing data on the NBN Gateway generally via the website, e-groups and any other means deemed appropriate.
- A.5 Where no objections are received from data providers within a reasonable time from the initial publicity, consent for placing them on the NBN Gateway will be assumed.
- A.6 Where possible, BMERC will offer interested parties the opportunity for an explanation and demonstration of the NBN Gateway, discussion of issues and explanation of BMERC policy.

B. Data acquired after September 2009

- B.1 BMERC will ensure that the policy of placing records on to the NBN Gateway will be publicised through the BMERC website and other media e.g. recording cards and emails. Data received by BMERC after this time will be deemed to have consent unless specifically excepted.
- B.2 Where the scale of the data provided warrants (e.g. for main recording groups), a data agreement will be signed for receiving future data.
- B.3 BMERC will endeavour to deliver data providers with explanations and demonstrations of the NBN Gateway where requested.



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C. General

- C.1 If consent is denied by a data provider, then those records will be excluded from datasets loaded on to the NBN Gateway. BMERC reserves the right to remove the affected records completely from its database and not to accept any further records.
- C.2 When data provider consent for the upload of data is withdrawn, BMERC will ensure that no further records from that provider will be uploaded.
- C.3 Where practicable and reasonable, data providers will be consulted on the access controls and display of datasets. However, final decisions will be made by BMERC, having regard for the practicality and efficiency of maintaining the datasets as well as the views of data providers.
- C.4 Where practicable and reasonable, data providers will be consulted on what constitutes a 'sensitive' record and the treatment of these on the NBN Gateway.
- C.5 For general public NBN Gateway users, data will be displayed at a maximum of 1km resolution, recorder names and breeding status will not be displayed.
- C.6 BMERC will publicise the upload of new or updated datasets on to the NBN Gateway as soon as possible after the upload.
- C.7 BMERC will respond promptly to requests from NBN Gateway users for enhanced data access (e.g. recorder names) and will only give that access for bona fide requests and where it is necessary for research or data validation purposes.
- C.8 Documentation will be created for all datasets detailing the analysis of data providers, consents sought and agreements signed along with other information.
- C.9 Major data providers will be acknowledged in the accompanying description (metadata) for each dataset.
- C.10 BMERC will update each dataset on an annual basis where appropriate.
- C.11 The NBN Gateway Data Policy and other data policies shall be made available to the public through the BMERC website and on request.