

# Doncaster Local Records Centre (DLRC)

Policy Document – June 2011

## CONFIDENTIALITY POLICY

### Terminology

Below are definitions of the terminology used in this document:

Term	Definition
DLRC	<b>Doncaster Local Records Centre</b> The Local Records Centre for the Doncaster Borough, who collate, manage and disseminate environmental data on behalf of professional local organisations, and amateur naturalists.
YHEDN	<b>Yorkshire &amp; Humber Environmental Data Network</b> A community of the Local Record Centres in the Yorkshire & Humber region who collate, manage and disseminate 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.
NBN	<b>National Biodiversity Network</b> The NBN Trust is a charitable company consisting of partner organisations, which share an interest in the collection and use of biodiversity data and a commitment to making this information widely available. The NBN website, known as the NBN Gateway acts as a “data warehouse” for biodiversity information, which can be quickly and easily accessed to understand the distribution of particular species in the UK.
DMBC Recording Area	The administrative area of Doncaster Borough

### Confidentiality Statement

1. DLRC supports the principle that wherever possible biological information should be available to all, particularly where this can be shown to benefit the environment. Records are supplied to DLRC on the understanding that they may be used to provide biological information to third parties, including official bodies, local and utility authorities (to assist in planning and conservation matters as required by appropriate legislation), to ecological consultants (for the purposes of carrying out site surveys in respect of planning applications and related works), and to individuals (for private research).
2. DLRC is the custodian of the records supplied to it. The originators of the records have individual property rights and copyright law protects their use. When records are supplied to DLRC, it agrees to act as the main data provider for the DMBC recording area.
3. With the Recorders consent, biological records held by the DLRC will be shared with the Yorkshire and Humber Environmental Data Network, who will also act as a node providing data to the NBN Gateway.
4. Records held by DLRC are essentially within the public domain and the Environmental Information Regulations 2004 (EIR 2004) impose upon public bodies which hold environmental (including biological) records, a legal duty to give free access to their environmental information.

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5. This Policy will additionally fall within and take account of the Freedom of Information Act 2000 and the Data Protection Act 1998, and will be bound by these items of legislation and their guidance.
6. DLRC considers that personal details attached to biological records should be treated in confidence. Such personal data held by DLRC may include names, private addresses, telephone numbers and email addresses. In storing personal details DLRC operates in accordance with the Data Protection Act 1998.
7. Whilst a recorder's name officially forms part of the record, DLRC will release data without including any associated personal data. Where specifically requested, the name only of recorder/observer or determiner, with no other details, will be attached to record/s.
8. The provision of data to DLRC is on the basis that the information will be used in accordance with DLRC's policies and procedures. We have prepared a '**Data Transfer Statement**' and '**Data Transfer License**' that can also be used and tailored to suit the requirements of recorders, for example to provide an opportunity for a recorder to explicitly control how access to and the exchange of their data should be managed.
9. Records may be treated by the DLRC as confidential if either requested by the recorder, or if it is considered that the species, site or habitat concerned is/are of a sensitive nature, and public knowledge of its/their presence may be detrimental to its/their survival. Records so considered confidential will not therefore be released to data enquirers (the records are flagged "confidential" within the Recorder database).