

Doncaster Local Records Centre (DLRC)

Policy Document – June 2011

DATA LEGACY STATEMENT

Terminology

Below are definitions of the terminology used in this document:

Term	Definition
DLRC	Doncaster Local Records Centre The Local Records Centre for the Doncaster Borough, who collate, manage and disseminate environmental data on behalf of professional local organisations, and amateur naturalists.
Data Copyright Holder	In most cases these will be amateur naturalists or 'Recorders'. The YHEDN network and its member organisations act as the custodians of environmental data but in most cases the data remains the property of the original recorder and they retain any copyright governing its use.

Purpose of this Statement

Doncaster Local Records Centre's role critically includes the collation and dissemination of wildlife data to local users. However, since DLRC's establishment over 100 years ago, the data resource has been developed using records from a variety of sources, firstly in paper/card form and recently in electronic form. Historically records have not been submitted to DLRC with formal agreement to their further dissemination and/or use. The manager is confident that the majority of records submitted since its establishment, have been so under the premise that they will be made available to others. However, DLRC has decided to take measures to further clarify their authority to pass on and use the wildlife data used to create the database. This statement describes the measures taken and assumptions made in managing 'legacy data'.

Policy Statements

1. DLRC will take all reasonable measures to clarify authority to hold, pass on and use existing "legacy" environmental data. DLRC proposes to do this in accordance with the recommendations of the National Biodiversity Network (NBN), which the latter is currently promoting as an industry standard / (recommended) approach.

Note: The majority of records within the database have been contributed in the last 25 years by active recorders, some of whom were working for the centre when the records were made. Most of these recorders are well known and in regular contact with the record centre.

2. DLRC will undertake what it deems to be a realistic and readily achievable task, to contact those individuals who have not been employed by the centre directly, to inform them of their intentions and request their permission for data use.

Note: Older records used within the database were either taken from published literature, museum collections or recorders.

3. DLRC will ensure that the literary and museum sources of records incorporated within the resource are appropriately acknowledged.

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Note: DLRC holds few contact details for recorders of older wildlife records used within the database, and many of these recorders will have passed away. It would be difficult and time consuming for DLRC to obtain contact details for all data copyright holders. As such, DLRC deems it unreasonable to contact these individuals directly. Instead DLRC has during the past two years placed advertisements in various appropriate journals setting out its intentions for the use of data holdings and providing details of how recorders can get in touch with the records centre if they have any concerns or objections. The summary text of this notice follows and was printed in the listed journals in summer 2009;

- Sorby Newsletter
- NBN News and
- YNU Bulletin

“DLRC holds biological records in paper and electronic form. As custodian of these records it is our intention to provide biological records from this database to official bodies, local and utility authorities to assist in planning and conservation matters, as required by appropriate legislation, and to individuals for private research. The copyright for these records rests with the originator of the records, but it is never possible to contact all persons who have contributed to our database in order to ask their permission to use their records in this way. Such records would be released without including any associated personal data such as names, postal and email addresses, or telephone numbers, where these exist. Our data will at some point in the future be made available on the NBN Gateway and the Yorkshire and Humber Environmental Data Network (YHEDN).”

4. 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 impose specific restrictions on how data is to be used. Please contact us if you would like to discuss using one of these agreements.