

# DATA ENQUIRY AND RELEASE FORM



**BIODIVERSITY INFORMATION SERVICE**  
 FOR POWYS AND BRECON BEACONS NATIONAL PARK  
**GWASANAETH GWYBODAETH FIOAMRYWIAETH**  
 POWYS A PHARC CENEDLAETHOL BANNAU BRYCHEINIOG

Please complete, sign and fax to BIS on 01874 624812  
 or post to BIS, 7 Wheat St, Brecon, Powys. LD3 7DG  
 or email to [info@b-i-s.org](mailto:info@b-i-s.org).

CONTACT AND ADMINISTRATION DETAILS			
Name			Position
Please note that additional names of clients, agents and colleagues (including from other sections or departments) who will access data provided by BIS <b>MUST</b> be added to page two of this form. Please see overleaf for further information.			
Organisation			
Contact address		Invoice address (if different to contact address)	
Telephone number		Order number (if applicable)	
E-mail address			

INFORMATION REQUEST		
Location of search (grid reference and site name): <i>If possible, please include a map or GIS layer with a clear site boundary.</i>		
Reason for request and intended use of information: <i>Please note: Under the terms of the Environmental Information Regulations (2005) you are not obliged to provide this information.</i>		
<b>DATA REQUIRED</b>	✓/✗	<b>Search Buffer</b> (ideally please specify a single search buffer or a maximum of two different search buffers; minimum recommended buffer = 500 metres)
<b>Protected and Priority Species</b> EU and UK legally protected species, Section 42 (NERC Act, 2006) species, Badger Protection Act.		
<b>Other Species of Conservation Concern</b> Red Data Book and Nationally Scarce species, UKBAP (non-Section 42), Welsh Red and Amber list birds		
<b>Locally Important Species</b> Local BAP species, locally rare and scarce species (as identified by local experts).		
<b>All Species</b> All records held including common and widespread species.		
<b>Selected Species</b> (please list)		
<b>Statutory Designations</b> e.g. Ramsar, SAC, SPA, SSSI, NNR.		
<b>Local Designations</b> e.g. Wildlife Trust Reserves, Wildlife Sites.		
<b>Habitats</b> CCW Phase I habitat survey data.		

OUTPUT FORMAT REQUIRED	✓/✗	
Paper (GIS plot and report)		
Electronic (JPEG/PDF file)		

# DATA RELEASE AGREEMENT

## TERMS AND CONDITIONS OF DATA RELEASE

As a representative of the above named organisation I have read and agree to the following:

### Sensitive and Confidential Information

- I understand that data marked as sensitive or confidential is provided outside the Environmental Information Regulations 2004 (EIR) and the Freedom of Information Act (FoIA) 2000 (to prevent its becoming by default "public information"). It is issued to only those named above.
- I understand that, when held by a public body (as defined separately by the FoIA and EIR), the data will still be subject to FoIA and EIR, but proper regard must be given to its level of sensitivity in assessing whether to release the data in response to a request under the above legislation in a public interest test.
- I understand that all data (including that marked sensitive or confidential) may not be passed on to other bodies or individuals (including clients, agents and colleagues) unless they are named above and have received a copy of this form. Furthermore I may not copy, distribute, disseminate, publish or broadcast the data in any format, including on the Internet, without written consent from BIS. I agree that where other parties require the information, I will direct them to BIS.
- I agree to keep the data secure from unauthorised or accidental use, access, disclosure or loss, and to take reasonable practical steps to ensure the security of the data.
- I agree to delete or destroy the data after 12 months or after use.

### General Terms and Conditions

- I understand that BIS operate as a not-for-profit company for the provision of objective biodiversity information. Charges made are purely administrative to reflect the cost of collating, managing and disseminating biodiversity information.
- I confirm that all data requested will be used for legitimate and legal purposes.
- I confirm that to the best of my knowledge I, nor any of my colleagues who may have access to data obtained from BIS, have been investigated for nor convicted of any form of wildlife crime.
- I confirm that to the best of my knowledge I nor any of my colleagues have been responsible for any misuse of data obtained from other local records centres.
- I understand that the copyright of raw biological records remains with the original recorder and that copyright of processed data and reports belongs to BIS.
- I acknowledge that I cannot pass records onto third parties (except clients, agents and colleagues) without the written permission of BIS and the original recorders of the data.
- I acknowledge that I cannot use information for any purpose other than that for which it was requested.
- Data supplied by BIS must not be entered into a computerised database or geographic information system without written permission from BIS.
- BIS will be acknowledged in any publications or reports, which are produced, using data it supplied. BIS would welcome a copy of any such publication or report supplied to BIS free of charge.
- Permission to use data supplied by BIS expires 12 months after receipt. I shall contact BIS within one month of expiry if the data is still required.
- Data is provided 'as held' by BIS and was deemed to be accurate at the time of collection. BIS cannot guarantee the accuracy of data supplied, although all data is validated as far as possible.
- I will not hold BIS or its data suppliers liable for problems/financial loss, which might arise from inaccuracy of any data supplied by BIS.
- Past records of presence of a habitat or species do not guarantee continued occurrence. Absence of records does not imply absence of a species, merely that no records are held at BIS.
- Use of BIS data search services does not in any way replace the need for adequate field survey.

### ADDITIONAL NAMES OF CLIENTS, AGENTS AND COLLEAGUES WHO WILL ACCESS DATA PROVIDED BY BIS:

Please continue on a separate sheet if required. Please note that this section is compulsory, and if you do not complete it satisfactorily, there may be a delay in processing your enquiry. General terms such as 'landowner', 'client', or 'colleagues' cannot be accepted.

Name (of individual or department)	Organisation	Position

I confirm that no other clients, agents or colleagues will access the data provided by BIS (please tick this box):

Signature:	Date:

Details of this enquiry will be held on a database by Biodiversity Information Service and may be made available on request to funding partners of BIS.

Please tick this box if you do not wish the information on this form to be shared in this way.