

Outer Hebrides Biological Records (OHBR)

Terms and Conditions

This document explains the policy of the OHBR on how the information in our database of biological records is used and how it is made available to others. It provides the framework for the agreement between biological recorders and the OHBR on the management and use of their records.

Objectives

OHBR collates records of the distribution and numbers of animals, plants and fungi which are found in the Outer Hebrides, outlying islands and associated marine areas. This information will be made freely available to promote interest in the wildlife of the islands, to maintain and enhance biodiversity and protect our natural environment. The objective is to ensure that accurate information on the wildlife of the area is available to local government, environmental agencies developers and land managers to inform decisions that may affect our natural environment.

Data Sources

OHBR collects and manages information on the distribution and numbers of animal, plant and fungi species found in the Outer Hebrides, outlying islands and associated marine areas collected by individuals and private and public organisations. Records of birds and vascular (higher) plants are not included in the database and will be forwarded to the appropriate local recorders.

OHBR holds information provided by individuals, and public and private organisations that have permitted OHBR to hold a copy of their records and make them available to others, subject to conditions which they may impose.

The name of the data provider is included as part of the metadata and is managed in accordance with the Data Protection Act 1998.

Data providers retain the copyright of the original data

Data

All the records are checked for accuracy and where appropriate the species identification is verified. Records which do not meet the required standards are not included in the database. Further information on quality standards and verification is available on request. The acceptance of records is made on the understanding that the person submitting the data either collected the original information or has the permission of the recorder(s) to disseminate the data and that it is accurate.

The original records, the contact data for the original recorder, images, information relating to voucher specimens, digital images and verification are archived electronically on a secure system.

Information from the original records is copied to the main database. This database is held on a secure system with the appropriate back-up copies stored in separate locations. Information from the main database is submitted to the National Biodiversity Network (NBN) Gateway subject to permission from the original recorder and any conditions made at the time of submission.

The format of the database and archive may be changed to ensure that accessibility is maintained in accordance with future changes to both hardware and software.

Data Sharing

OHBR supports the principle that the information held within the main database should be made freely available and accessible to anyone with an interest in the natural history of the Outer Hebrides. Moreover, this information should be made available to any individual, private or public organisation involved in education, scientific research, land management, conservation and environmental protection in the interest of maintaining and enhancing biodiversity and the quality of the natural environment.

In some circumstances OHBR may restrict access to either part or all of individual records or datasets. In such cases the reasons for restricted access will be documented and made available. The main reasons why data access may be restricted are:

1. If the release of data is likely to increase the risk of environmental damage or place a particular species or habitat at risk. This is in accordance with OHBR policy of protecting the environment and biodiversity.
2. If the release of data is likely to jeopardise the future ability of OHBRP to collect and collate biological records. OHBR is the custodian of records and as part of its remit involves sharing data with other organisations it has to comply with their data use policies.
3. If the data supplier has requested that certain records or information is withheld or has restricted access.
4. If the record contains personal information. Personal data is managed in accordance with our published privacy statement and in accordance with the Data Protection Act 1998. Personal information may be removed from the data resources that we make available.

Data Use

The use of information derived from the OHBR, whether directly or via the National Biodiversity Network Gateway, is subject to terms and condition. Individuals, organisations and commercial enterprises are required to read and comply with these terms and conditions which are described in the OHBR Data Use policy document and on the NBN Gateway.

Security

Access to the main and auxiliary databases is restricted to authorised members of the Project Team. Management and access of records classified as confidential by either the original recorder or designated as environmentally sensitive in accordance with OHBR criteria is similarly restricted.

Privacy & Data Protection

Information held by the OHBR is made available to individuals and public and private organisations in accordance with our published Terms and Conditions.

The name and contact details (e-mail address, telephone number or postal address) of the recorder and verifier (where appropriate) are required to enable us to contact the data supplier if necessary as part of our record checking process. This information is held with the original record and is not transmitted to another individual or organisation unless it is necessary for data verification.

No personal information collected by OHBR is used for any purpose other than record verification, checking or quality control. This data is securely held and managed in accordance with the Data Protection Act 1998.

No personal information, other than the name of the recorder and verifier, is included in the records held in the main database or shared with any organisation or individual with access to the biological records held by OHBR.

Charges

Information held by the OHBR is made freely available for non-profit making purposes which meet the objectives of the OHBR. A charge will be made to cover staff time to meet requests for the extraction, analysis or collation of records from the main database by commercial organisations and consultants.