



## DATA SHARING & USE POLICY

### Introduction

This document sets out the Yorkshire Wildlife Trusts (YWT) policy on the sharing and use of the data that we hold and is based on the policy guidance and principles set out by the National Biodiversity Network (NBN). The policy helps us achieve a rational and consistent approach towards the management of data availability and use. It is intended to help our data providers and users better understand our aims and intentions. We want those that provide us with data to understand how it will be used and made available to others. We want those that may use the data we hold to understand the rationale behind any constraints we may place on the availability of data.

### Our Aims and Objectives

YWT is part of the influential UK-wide partnership of 47 Wildlife Trusts. We are a local charity working for a county rich in wildlife. We look after over 80 of Yorkshire's best places for wildlife and encourage people to visit and get involved with their care. We stand up for Yorkshire's wildlife wherever it is under threat, and work with others to find solutions that benefit both wildlife and people. We inspire thousands of children, families and others every year, reconnecting them with their local environment and wildlife. With the support of thousands of people, we are restoring and recreating a Living Landscape in Yorkshire and raising awareness of, and fighting for, Yorkshire's Living Sea. Biological records that we collect and receive help us to support environmental decision-making, education, research and have other public benefit uses.

### Data Sources

YWT collect data and images submitted by staff and volunteers and also inherit historic data left in legacies to YWT. The majority of data relate to reserves owned or managed by YWT. However we do carry out various projects throughout the Yorkshire region which may generate data for wider areas. We also encourage and welcome the submission of any ecological data collected from within Yorkshire by members of the public, environmental consultants and volunteer groups.

Due to limited resources YWT is not currently able to provide a service to respond to ecological data requests and therefore submits all ecological data to the local record centres (LRC) where this service is available. YWT will direct all data requests to the relevant LRC.

### Data Use

All ecological data that YWT receives in relation to our reserves are entered onto a Recorder 6 database hosted by Yorkshire and Humber Ecological Data Network (YHEDN) and are considered as part of the wider reserve management process. Historical legacy records are also entered into MS excel to be imported into Recorder 6 database after being checked and verified. Project data is forwarded directly on to the relevant LRC by YWT's project officers.

### Data Sharing

YWT believe that the data it collects and receives should be made available to support environmental decision-making, education, research and other public benefit uses. As a result it is the policy of YWT to make any data collected or received as widely and publically available as possible. To enable this to happen YWT will pass on all ecological data it collects and receives to the relevant LRC and eventually the NBN database where it is freely available through the World Wide Web.



# Yorkshire Wildlife Trust

As a result of this policy YWT is unable to guarantee keeping any ecological data it receives confidential. If you wish any data you collect to remain confidential we would request that you withhold it from any records you send us but be aware it will not be available to be considered as part of any environmental decision making processes.

Please note names and personal details of data suppliers are exempt from this policy and this data will only be used for administration and data verification purposes. Contact details will not be passed to other parties without your specific permission, whilst your name will form part of the record which is collated and disseminated. For further information please see the Privacy policy at the bottom of this document.

Under extreme circumstances YWT may restrict access and availability of data if it is deemed that providing the data will increase the risk of environmental damage or put particularly sensitive species at risk.

## Terms and Conditions

All YWT ecological data will be available via the relevant LRC and we would ask that you consult them and be aware of their Terms and Conditions related to the use and supply of data that they provide.

## Charges

YWT ecological data are available via the relevant LRC who may charge a fee to cover the costs associated with staff time spent performing any analysis and queries in response to a data request. YWT recommends that any person requesting data from the LRC ask to be informed of any charges that may be incurred before making a formal data request.

## Privacy Policy

When you submit personal information to the YWT you are giving the information to us alone. We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so, although we might send you information on behalf of a third party, where their objectives are compatible with ours.

If you are a member, we will send you information regarding our campaigns and appeals from time to time, unless you opt-out. If you wish to opt out of these additional mailings, your status can be amended at any time. You can contact us by phone on 01904 659570, by fax on 01904 613467, by post or in person 1 St George's Place York, YO24 1GN or email us at [info@ywt.org.uk](mailto:info@ywt.org.uk). Please mark any correspondence as **Data-protection Opt-out**.

You may request details of personal information which we hold about you under the Data Protection Act 1998. A small fee may be payable. If you would like a copy of the information held on you please contact us using one of the methods above. If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible. We will promptly correct any information found to be incorrect.

**For further information on the YWT data policy or if you have any other queries or questions contact the YWT Wildlife Data Officer. Via Email: [phillip.whelpdale@ywt.org.uk](mailto:phillip.whelpdale@ywt.org.uk). Via Post: Yorkshire Wildlife Trust, 1 St Georges Place, York, YO24 1GN.**