

## Guidelines /FAQs – What you can/cannot do with the data provided by SEWBRReC

**Can I keep the data you provide and use it to assess other developments that are close by?** *No you cannot use information for any purposes other than that for which it was requested.*

**I want to create a database with your data. Is that allowed?** *Data cannot be entered into a computerised database (including spreadsheets) or geographic information system (GIS) without written permission from the SEWBRReC, unless supplied in that format.*

**I want to use the data that I received 12 months ago for the same project. Is that allowed?** *Permission to use the data supplied expires 12 months after receipt. You should contact SEWBRReC within one month of expiry if the data is still required.*

**Can I pass your report and plots to my client?** *Yes if they are named on the Data Enquiry & Release Form (DERF), have received a copy of the form and agree to abide by its terms. Please note that when passing the SEWBRReC report to others, it is important that they are aware they are not permitted to copy, distribute, disseminate, publish or broadcast any data in any format, including on the internet.*

**Can my client include the SEWBRReC report and plots in their planning application that they submit to the local planning authority?** *You cannot share any raw data with the local planning authority. The data we supply should be summarised or interpreted rather than passed on in its raw form due to the likelihood of it being uploaded to the planning portal.*

**Can I share your report and plots with other persons?** *Data included in the SEWBRReC report may not be passed on to other bodies or individuals (including clients, agents and colleagues) unless they are named on the DERF, have received a copy of this form and agree to abide by its terms. Please note that when passing the SEWBRReC report to others, it is important that they are aware they are not permitted to copy, distribute, disseminate, publish or broadcast any data in any format, including on the internet.*

*Some plots may be shared beyond the parties listed on the DERF, provided the plots are not marked as “Confidential” or “Not for Publication”. Plots which may be shared are as follows:*

- *Species plots showing a variety of species groups, e.g. Protected and Priority Species category*
- *Designated Sites plots, unless marked /named otherwise (some SINC’s may remain confidential)*
- *Habitat plots*

*Plots which may not be shared are as follows:*

- *Species plot showing a single sensitive species or group, such as a bats only search*
- *Bats & Roof-nesting Birds (BARB) and BARB+ plots*
- *Any plot watermarked or named as “Confidential” or “Not For Publication”.*

*If you are unsure whether a plot may be included in your report, please get in contact with SEWBRReC. Plots with “confidential” or “not for publication” in the file name or as a watermark must never be shared with any person or organisation not listed on the DERF.*

<b>Data Type</b>	<b>Can it be shared beyond parties listed on the DERF?</b>
<i>Tables of raw data within SEWBRReC report</i>	<i>No</i>
<i>Full unedited SEWBRReC report</i>	<i>No</i>
<i>Summarised data from SEWBRReC report, e.g. number of bats etc</i>	<i>Yes</i>
<i>Plot showing a variety of species groups</i>	<i>Yes</i>
<i>Plot showing a single species or group</i>	<i>No</i>
<i>BARB or BARB+ plots</i>	<i>No</i>
<i>Plot showing sites</i>	<i>Sometimes – please refer to file name / watermark</i>
<i>Plot showing habitats</i>	<i>Yes</i>

**How can I or my client prove that we have undertaken a SEWBRReC data search if we cannot append the SEWBRReC reports to the planning application?** *We will provide you with a unique reference number which you can quote in all correspondence and within your ecological report. This reference number will prove that you have undertaken a SEWBRReC data search.*