# SERC Data Search Request Form – Academic and Landowners

Please read the terms and conditions attached to this form before completing and sending to **data.supply@somerc.com**

**For more information regarding search options, please refer to our data search guidance notes.**

|  |  |
| --- | --- |
| **Name:** | **Date of request: 01/09/2016** |
| **Address:** | **Email**: **Tel:**  |
| **Reference /Project title:** | **Site location**/**address of/ for data search:** |
| **Reason for request**:  | **Intended distribution of data**: |

## Academic Requests

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| --- | --- | --- |
| Basis of search area  | Required | Please provide any additional information below: |
| County search | Not Required |  |
| Specific area – e.g. an AONB, or a particular SSSI  | **Not Required** |  |
| Central 6-figure grid reference\* | No |  |
| Boundary marked on accompanying map | **No** |  |
| Other  | **No** |  |

## \*a 1km buffer will be used as the search area if a central grid reference is provided – if you require anything other than this please provide details in the additional information section above.

**Searches can be made for single species, particular taxonomic groups, or mixed groupings of species.**

|  |  |  |
| --- | --- | --- |
| Species Search Options Available \* | Required | **Please provide details below of the data you require**.  |
| Single Species |  **No** |  |
| Taxonomic Group |  **No**  |  |
| Other  |  **No** |  |

## \* A list of species data will be supplied in spreadsheet format as standard.

|  |  |
| --- | --- |
| Non Standard Results  | **Required**  |
| A map showing the location of the records of the results can be supplied on request  | Not Required |
| If you require the results to be printed and posted then an additional charge will be made  | Not required |

## Landowner Requests

**A map clearly showing the boundary of your landholding must be supplied – no search will be made without this**.

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| Landowner Map  |
| **Attached**  |

|  |  |
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| Sites - Search Options Available \* | Required  |
| All designated sites (statutory and non-statutory) | **Yes** |
| Non Statutory Sites only (Local Wildlife Sites and Local Geological Sites)  | **No** |
| **Survey reports** for Local Wildlife Sites (where available) | No |

**\*summary details and map showing boundaries supplied as standard. Reasons for designation of Local Wildlife Sites also included as standard**.

|  |  |
| --- | --- |
| Species Search Options Available \* | Required |
| All Species search  |  **Yes** |

\* **A list of species data in spreadsheet format together with a map showing the location of records will be supplied as standard.**

|  |  |
| --- | --- |
| Non Standard Results  | **Required**  |
| If you require the results to be printed and posted then an additional charge will be made  | Not required |

**Additional requests:**

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| I confirm I have read and understood the terms and conditions of data supply outlined on page 3 and recognise that I am entering into a legally binding contract with SERC in commissioning this data search. **Name: Date: 01/09/2016****Turnaround: Data searches will normally be supplied within 10 working days from receipt of your request form. However, at busy times priority will be given to Commercial searches.** |

# SERC Data Searches – Terms and Conditions – Academic and Landowners

1. **Definitions and Interpretation**
	1. In these Terms and Conditions, unless the context otherwise requires, the following expressions have the following meanings:
	2. “SERC” means Somerset Environmental Records Centre of 34 Wellington Road Taunton Somerset TA1 5AW (references to “we”, “us” and “our” should all be read as referring to SERC);
	3. “User” means any person or organisation requesting data in the course of their employment (references to “you”, “your” and “yours” should all be read as referring to you as a User); and
2. **Permitted Use**
	1. Subject to the payment of the Fee and subject to the exceptions and restrictions in Clause 4, any specific copyright conditions attached to the data, including Crown Copyright, must be strictly adhered to. The pdf maps we produce are subject to © Crown copyright and database rights 2015 Ordnance Survey licence number 100038382. Use of this data is subject to terms and conditions as below.

**You are granted a non-exclusive, royalty free, revocable licence solely to view the Licensed Data for non-commercial purposes for the period during which Somerset County Council makes it available. You are not permitted to copy, sub-license, distribute, sell or otherwise make available the Licensed Data to third parties in any form. Third party rights to enforce the terms of this licence shall be reserved to Ordnance Survey**.

1. **Exceptions and Restrictions**

The permitted use is subject to the following exceptions and restrictions:

* 1. You are not permitted to copy, sub-license, distribute, sell or otherwise make available the Licensed Data to third parties in any form except for the purposes of supporting the permitted use for the specified client.
	2. Reports which include the data supplied by SERC may be published as part of a further education project provided that:
		1. Any special arrangements made in respect of confidential data are adhered to.
		2. Full acknowledgement is given in the report to SERC and, where appropriate, the original recorders.
		3. The data supplied by SERC is not amended in any way.
	3. You will not use the Data (or any part thereof) for any purpose which rivals or competes with SERC. In the event of a dispute between a User and SERC it shall be for SERC to define “rival” and/or “competing” purposes.
1. **Data Quality**
	1. SERC operates regular data quality procedures and other reasonable endeavours to ensure the high quality of Data and will correct any errors in the Data of which we are made aware.
	2. It is expected that wherever possible, biological data collected by the user relating to Somerset during the course of any project is lodged with SERC at the end of the project or as soon as possible after the project. This helps to build an improved picture of biodiversity in the UK, enables SERC to provide a more comprehensive service to all users and is in the best interests of all parties.
2. **Personal Data Protection**
	1. We collect only the personal data that Users provide during the process of requesting SERC Data. All personal data held by SERC is held and processed in accordance with your rights and our obligations under the Data Protection Act 1998.