**Fife Nature Records Centre**

**Data Use Agreement Form**

Please indicate whether your answers relate to your own personal records, a collation of records, or if you are responding on behalf of an organisation or group:

[ ]  Personal records

[ ]  Collation (e.g. as Vice County Recorder; please specify Click here to enter text.)

[ ]  Organisation or group (please specify: Click here to enter text.)

By signing this agreement, I give permission for Fife Nature Records Centre (Fife Nature) to incorporate the species records I submit (or have previously submitted) to them into a database and to use and distribute copies of these data to others as part of usual Local Environmental Records Centre business. This includes, but is not restricted to, assisting local and national conservation projects, biodiversity initiatives, development planning and control, site management and the wider understanding of Fife wildlife. To help reduce duplication, if copies of records I submit to Fife Nature have also been sent to others, for example Vice County Recorders, National Schemes and Societies or conservation organisations, I have indicated below.

I understand that data will be managed as per current policies and procedures. Further information on these is available on request. Unless I indicate using the checkbox below, Fife Nature may make records I submit to them available via portals such as NBN Atlas Scotland1 (for non-commercial use only). Fife Nature may restrict access to records of species considered sensitive (this includes records of certain species that are susceptible to persecution or that are particularly rare and vulnerable to disturbance). Policy is guided by NatureScot - previously Scottish Natural Heritage (SNH) list of Sensitive Species of Scotland2.

I understand that Fife Nature Records Centre is a not-for-profit service but operates a charging policy for the provision of biological information, where the data is requested in relation to a commercial activity. Any charges made for services relate to the cost of collating, managing and disseminating biodiversity information and not the data itself.

[ ]  Please check this box if you **do not** wish Fife Nature to submit your data to the NBN Atlas Scotland. To reduce duplication, if you already make your records available via these portals, please check this box.

[ ]  Please check this box if copies of records you submit to Fife Nature **have** also been sent to others. Please give details in the box below:

Click here to enter text.

If you would like to place any further restriction on how your data can be used and shared, please give details in the box below:

Click here to enter text.

Please note that your name will be included in Fife Nature Records Centre databases as part of the species records. Your contact details will be retained for use in connection with your records but will not be passed on without your express permission (see our Privacy Notice3 and the Fife Council Privacy Policy4 for further information).

Please contact Fife Nature if you wish to end this agreement or amend your responses to any of the above. Fife Nature will continue to use records submitted as described in this agreement unless such notification is received.

Name (please print): Click here to enter text.

Signed:

Date: Click here to enter text.

1NBN (National Biodiversity Network) Atlas Scotland: <https://scotland.nbnatlas.org/>

2NatureScot - previously Scottish Natural Heritage (SNH) list of Sensitive Species of Scotland is available at <https://www.nature.scot/doc/sensitive-species-scotland-list>

3Fife Nature Records Centre Privacy Notice: [www.fife.gov.uk/fifenatureprivacynotice](http://www.fife.gov.uk/fifenatureprivacynotice)

4Fife Council Privacy Policy: <https://www.fife.gov.uk/home/privacy-policy>