

Terms and Conditions

Surrey Biodiversity Information Centre (SBIC) is managed as a partnership project hosted by Surrey Wildlife Trust, a registered charity. All income from SBIC's Enquiry Service supports our ongoing work capturing, managing and sharing high quality environmental information and supporting the local biological recording community who share their data with us.

As such, SBIC reserves the right to make a charge to cover the time required for extracting the information (including any associated administrative tasks) plus a contribution towards the costs of collating and managing the data however please note, this payment does not confer an exchange of copyright for any data supplied. SBICs payment terms are 30 days.

Information provided within this report may not be used beyond the purposes of the project for which it was requested, nor communicated to any person other than those directly involved. No additional copies of the data will be made. You will be entitled to use the data for 12 months from receipt of the report. If data for the site is needed after this time, a replacement report or data set can be provided by SBIC, however, SBIC reserves the right to make further administrative charges for this work. No data supplied will be uploaded to the NBN Atlas.

SBIC and the range of biological recorders we act on behalf of must be clearly acknowledged when data is used in reports or any other documents. This should state "Data supplied by the Surrey Biodiversity Information Centre DD/MM/YYYY" and should be included with any lists or figures associated to data provided throughout the report.

A copy of the final report that uses/analyses this data shall be supplied to SBIC, preferably in digital format once the report is in the public domain or should this not occur, as and when the commissioning client gives permission for it to be shared.

While every effort is made to ensure the accuracy of the data, SBIC carries no legal responsibilities for the accuracy or comprehensiveness of any data provided and accepts no liability for indirect, consequential or incidental damages or losses arising from the use of the data.

Any record is specific to the date of recording and does not imply the continuance of the species at that site.

The lack of a species record or habitat information for a defined area does not necessarily imply low biodiversity for that given area. Nor does this mean the species or habitat continues to be absent from that given area.

Information supplied in a GIS data format will be subject to a data license with additional terms and conditions. To reproduce the Ordnance Survey mapping you must hold a relevant License for the use of any Ordnance Survey map or it can be copied at a printer or copy shop that holds a license to carry out such work (please see the Ordnance survey website for further details).

Please ensure that correct billing information is provided at the point of submitting a data request. This will include the provision of a valid Purchase Order Number if required, the correct legal billing organisation name, the full billing address and any relevant contact telephone numbers or email addresses.

If SBIC is forced to re-issue an invoice due to incorrect or incomplete information, we reserve the right to add a further £40 surcharge to the costs originally quoted, or to impose some other penalty, such as refusing future data requests or requesting payment prior to completion of the data search. Failure to comply with our 30-day payment terms may also incur a similar range penalty actions.

For reasons of financial clarity, if an organisation/individual is making a request on behalf of a third party who will ultimately be responsible for the payment of any costs incurred, SBIC must have written approval including acceptance of the Terms and Conditions and the quote provided from this third party before any work can commence.

Payment should be made direct to Surrey Wildlife Trust Finance Team. Payment will be accepted by BACS transfer to Surrey Wildlife Trust. Account Number: 06053499, Sort Code: 80-11-00