

Terms & Conditions of Data Entry

Please read the following Terms and Conditions carefully. By entering data on Cofnod's systems, you acknowledge that you understand the following:

- Any records entered through Cofnod's systems will be stored, managed and used by Cofnod in accordance with our policies on Data Quality, Data Sourcing, Management and Use, and Physical Security of Data (available at our website [Library](#))
- Copies of any records referred to above may be made available through the National Biodiversity Network (NBN) Atlas and to other Local Environmental Records Centres (LERCs), and the records and any associated photographs can be used by Cofnod, the NBN and other LERCs in the usual course of their business.
- Any records referred to above may be assigned to a relevant local expert for verification and that under certain circumstances records may also be assigned for validation. This process is described in Cofnod's policy on Data Quality.
- Records assigned to a local expert are available for viewing by them at any point in the future, and copies can be downloaded and incorporated into their own dataset(s). Data may also be passed onto the relevant Recording Scheme or Society where relevant.
- Your contact details will be made available to the local expert to which your records are assigned for verification, as they may need to contact you to confirm certain details of the record. They will also be able to view any notes you enter about your recording interests and experience.
- If Cofnod holds personal information about you, such as your email address, we will handle this in accordance with their [Privacy Policy](#). The information we hold about you related to your Online Recording System (ORS) account, including details of your recording interest, will be available through your ORS Account and can be amended by you at any time.
- The name of the Recorder (the person who recorded the species) entered through the ORS will appear, along with other details of the record, in our data outputs in accordance with our Data Sourcing, Management and Use policy (see our [Library](#)).
- Please contactus@cofnod.org.uk if you wish to us to remove your ORS account.