

## ***BEDFORDSHIRE NATURAL HISTORY SOCIETY***

### **Guidelines for Recorders**

The BNHS has appointed Recorders since its formation in 1946. The role of Recorders is to record (and stimulate others to record), collate and publish information on the flora and fauna of Bedfordshire. From the outset, meteorology, geology and palaeontology have also been included. The work is entirely voluntary and has been of enormous value to those undertaking national distribution studies and research and particularly for providing basic data used in conservation and planning decisions in Bedfordshire. Availability of such records and information also provides the basis from which Recorders' successors can build and is a baseline for future comparison of changes in the flora and fauna.

These guidelines explain the kinds of activities Recorders participate in when taking on this important role. **The minimum required is to compile records for the chosen discipline, to produce an Annual Report for the Bedfordshire Naturalist and to present a verbal report to the AGM.** It is understood that all Recorders are voluntary and will have varying amounts of time to undertake work for the Society. However, if at any time you feel that you can no longer meet these minimum requirements, do please contact the Scientific Secretary and discuss the problem.

Since these Guidelines were first produced, the Society has decided to maintain a list of experts (known as Trusted Individuals) who are specialists in, but not Society Recorders of, particular taxonomic groups. (In some cases, these Trusted Individuals for one group are Society Recorders for another.) The main purpose of this system is to have a ready reference point to which the Society, and other key players in our county, can turn for a reliable identification of specimens, or correct attribution of submitted records, in the relevant group, and for any other information or opinion that would normally be sought from a Recorder. Among other advantages, the system also results in more county records being produced for otherwise uncovered groups.

Trusted Individuals are not governed by these Guidelines, although, of course, they will tend to follow the same good practices as are set out here, and by natural history recorders elsewhere.

The Society is grateful to the individuals concerned, who are often busy people - including at the national level. A list of their names is kept by the Society and regularly updated, and a copy can be obtained from the Scientific Secretary, who would also be happy to provide contact details in specific cases.



## 1. RECORDING

### 1.1 Why Record?

The purpose of recording is:

- (a) to document and map the current distributions of animals and plants in Bedfordshire;
- (b) to discover changes that may occur in both distribution and abundance over time;
- (c) to learn more about the ecology of individual species;
- (d) to provide data to help with conserving Bedfordshire's wildlife.
- (e) to ensure Bedfordshire representation in the national datasets.

Recording takes place at three levels:

- (i) Site: Apart from their inherent natural history and scientific interest, site-based records provide essential information to influence conservation decisions and monitor the results. To be most useful to a site manager, records may be needed from different parts of a site together with estimates of numbers. Site records can also contribute to planning decisions.
- (ii) County: The total of all site records can be used to make county-wide maps to show distribution changes at this scale.
- (iii) National: In the same way, county records may be fed into national mapping schemes.

### 1.2 Records

Records should include at least the basic information: what, where, when and by whom.

**What:** Animals and plants should be identified to species (and to sub-species where relevant). If species cannot be distinguished reliably, record as the genus or as agg as appropriate. Notes of life stage and/or sex may be important for some groups.

**Where:** The place should be recorded both as a name for the site and as a grid reference. This allows the grid reference to be checked against the site, useful because it is only too easy to misread or transpose figures. A description of the location within the site where the record was made may also be important.

The BNHS, in conjunction with the Bedfordshire and Luton Biodiversity Recording and Monitoring Centre (BRMC), has developed an agreed set of site names covering the main areas of biological significance in the county, e.g. County Wildlife Sites, SSSIs, LNRs, etc. These site names can be used for locating records, to allow habitat data and species data for different taxa to be recorded to common boundaries. There is also a view that it is preferable to use settlement names for recording, rather than site names, as these are more permanent. Whichever location format is used, the grid reference is essential, and it is possible to get the best of both formats, by using terms such as a settlement name, a grid reference, and then also the site name.

Maps showing the boundaries of County Wildlife Sites, SSSIs and some other sites are available from the BRMC. Put records from places of less importance, such as footpaths, road verges, fields etc. under the nearest village or town name with a description of the precise location. For gardens and other urban localities give the street name but not the house name or number. Separate records so far as possible into definable areas, e.g. "Holt Wood and adjoining areas" is not clear and would be better split into "Holt Wood" and named parts of the adjoining areas. Records from linear sites, such as rivers, paths and road verges, are best located by clear descriptions, e.g. "100m downstream from Stafford Bridge" or "At .... cross-roads"

The grid reference should be given as precisely as is practicable. For instance, it may be desirable to place a rare and vulnerable plant within a 10m square (8-figure grid ref) if this can be done accurately. For other species, identifying the location to within a 100m square (6-figure grid ref) would be sufficient. For the commoner species, location within a 1km square is usually as precise as is practicable. For groups, such as flowering plants, with large numbers of species in the county recording to a tetrad (2km square) is often as much as can be managed.

Always remember that records can be mapped on a coarser grid, e.g. 6-figure references into tetrads or 10km squares but they can never be mapped finer than the original record.

The grid reference is always that of the bottom left-hand corner of the square containing the record, whether it be a 10m, 100m, 1km or 10km square. Giving the grid reference nearest to the record can lead to errors when records are mapped. For example, if the record happens to be near the top right-hand corner of the square and this reference is given, it may be mapped into the next square.

Records are frequently received with a 6-figure grid reference which appears to be the centre point of the site, such as a wood or lake. This could lead to confusion in the future. So, if the location of the record is not known precisely, it may be better to use a coarser grid but always accompanied by the site name.

Obtaining accurate grid references traditionally requires good map-reading skills. The 1:25,000 OS maps are essential for detailed recording with accurate grid references. Various plastic overlay cards are available to help with 6- and 8-figure grid references. The type with ruled squares for 1:50,000 and 1:25,000 scales is the most useful.

Website tools and mobile device apps are useful means for obtaining accurate grid references. Early models of walking GPS were slow to update in the field and inaccurate in weak signal areas, but more recent models are improved in performance and can be useful. The Society's "Grab a Grid" tool, which is on our website displays both a map and satellite image to find a grid reference easily and with confidence. In the absence of digital access, grid references can be obtained from the 1:25,000 OS map series.

"Grab a Grid Reference" displays both the OS map and a Google satellite image

alongside each other, this facility enables grid references to be found easily and with confidence, and also helps with, for instance, clear establishment of the county and/or vice-county boundary as it relates to a particular site..

**When:** The day on which the record was made is the ideal. You may receive year lists, e.g. from somebody's garden. These are better than nothing, but they mean that significant seasonal information has been lost that might have contributed to knowledge of the lifecycle of the species.

**By whom:** Surname and initials of the observer(s) are the basics.

**Validation:** You will need to consider whether the record is reliable and whether further verification or investigation is needed. Identifications should be to a standard that is acceptable nationally. Anything less can be misleading and may lead to wrong decisions in regard to conservation etc.

**Other information - desirable but not always essential:**

**How many seen:** Highly desirable but obviously very difficult or impossible for some species. Estimates such as "few", "many", "common", "abundant" etc. are better than nothing but numerical estimates are preferable, e.g. about 10, 50, 100 etc.

**Evidence of Breeding:** For many groups evidence of breeding is particularly important. For invertebrates the presence of immature stages provides this.

**How found:** Were the records field observations, or were they obtained by trapping, beating, sweeping etc?

**Time on Site:** Taken with the number and dates of visits made to the site, this can help with interpretation of negatives, i.e. species that were not found there.

**Weather:** More relevant for some groups, e.g. insects, than others.

**Habitat type:** May be important if a species appears to be restricted to a particular habitat within a site. Foodplants and/or micro-habitats are important for many groups, such as those that live under logs or stones.

### **1.3 Relations with observers**

The wildlife group for which you are the BNHS Recorder may be so difficult or obscure that you have to collect most of the records yourself. More often you will receive some or a lot of records from other people. Do try and encourage these observers or you may find that the supply of records dries up. "I sent so-and-so my records but never heard any more, so I didn't bother again" is not that uncommon a complaint. Try to devise some form of feed-back that is practicable for you to manage and will keep the records coming. Some observers may not have OS maps, or other necessary resources. If this is a significant problem, by all means help if

you can, or ask the Scientific Secretary if the Society can help.

#### **1.4 Organising Recording**

Many Recorders find it helpful to plot their records on simple grid maps of the county either on computer or on paper. This enables them to see at a glance which squares lack records. Other useful summaries are: (a) a list of species found in Bedfordshire annotated with national and county status and notes on occurrence and (b) a list of references to the literature mentioning Bedfordshire records. But beware of letting maps or other summaries run on too long (see 1.5 below).

#### **1.5 Repeat Recording**

To obtain a good coverage of a site for a whole group it will clearly be necessary to visit at different times of year. Monitoring changes in abundance of individual species within a site may need annual or more frequent visits. For example, butterfly monitoring by transect walks requires weekly visits between April and September inclusive.

To observe wider changes in distribution it will be necessary to revisit sites every few years. The length of the cycle will vary. For small and easily identified groups, such as butterflies, it may be possible to repeat county-wide coverage every 5-10 years, or more frequently but just for those species with limited distributions. For more difficult and large groups, such as flowering plants, a 30-year cycle may be more realistic.

#### **1.6 Recording Media**

**Paper:** Recording cards or sheets for Bedfordshire have already been designed for many groups. If you are starting recording for a new group and want to develop a new card, begin by consulting the national recording scheme for the group, if there is one. If not, consult the BRMC who will put you in touch with the Biological Record Centre at Wallingford if necessary. Remember that if you include species that are not normally found in Bedfordshire, it can lead to mistakes and false records. It is better to list just usual Bedfordshire species to encourage people to report new or rare species promptly so that the find can be investigated quickly.

**Electronic:** To reduce your work-load, encourage observers to submit records in electronic form, either as standard spreadsheets or transferred from one of the biological recording packages, such as Recorder, MapMate, Biobase etc. with new ones emerging regularly, or on the Adnoto recording form on the BNHS website for appropriate groups.

However, at some point records supplied electronically must also be printed out and stored as hard copy as this is likely to be more durable than any current electronic medium. This is also the case for records that are obtained by scanning sites on the web, for instance Facebook and photographic sites, where the original details may be incomplete or may be lost from view rather quickly.

You will find it useful to use a recording package to organise records. They have a

number of advantages over spreadsheets for this purpose.

The BRMC's website at [www.bedscape.org.uk/BRMC/newsite/index.php](http://www.bedscape.org.uk/BRMC/newsite/index.php) will be updated with supported data formats, recording standards and other useful information. This information is available on request from the BRMC to those without internet access.

### **1.7 Security of records**

In the past, irreplaceable information on the county's wildlife has been lost, destroyed or dispersed outside the county, leaving no record for future workers. Clearly label all paper records that belong to the Society (see 1.8 below), or that you want the Society to have, so that they can be passed on to the Society in the event of your resignation, or death. Give the address of "The Higgins Art Gallery and Museum" or the BRMC. Consider also what you want to happen eventually to your personal records and any specimens that you may have. Deposit back-up copies of electronic records for safe-keeping away from your home with friends or preferably with the BRMC.

If you generate the majority of your own records, please arrange for the original paper records or copies to be deposited with the Society or with the BRMC when you cease to be a Recorder. The Society may be prepared to consider a grant towards the cost of copying records if the originals are to be kept elsewhere.

Duplicates of paper records can be deposited at appropriate intervals at the BRMC as a safeguard for their long-term existence.

If you maintain a reference collection of species from the county, consider offering voucher specimens of new county records or uncommon species to the NHM London, Oxford NHM, or Cambridge Museum of Zoology/ Cambridge University Herbarium.

### **1.8 Ownership of records and transfer to other organisations.**

Records sent to you because of your position as Recorder for the BNHS are considered to be the property of the Society. Records that you make yourself belong to you. However, it makes arrangements between the Society and the BRMC much simpler if all your records can be treated as belonging to the Society. Then there need be only one agreement for the supply of records from the BNHS Recorders to the BRMC, rather than separate agreements with each Recorder. **Your agreement to this will be assumed unless you inform the Chairman and Scientific Secretary that you do not want this to happen and wish to retain full rights over your own records.** If you receive records from other organisations you may need to discuss their status with the BRMC and with the suppliers.

You are encouraged to supply verified records to the BRMC under the Society's supply agreement. The BRMC is often approached for information on sites or species by consultants, conservation bodies, and others. When it has the required information in-house, it is usually able to handle the enquiry itself. If not, you may be approached for additional information.

The Society does not carry professional indemnity insurance so as a BNHS Recorder you should not provide information to outside bodies who might wish to use Society data and expertise for commercial or personal gain. Refer any enquiries to the BRMC, especially from consultants or planning authorities.

You are also encouraged to take part in any national recording scheme for your group and supply records to them. Inform the scheme's organisers that you have also supplied records to the BRMC.

## **1.9 Assisting in surveys**

The Society is regularly asked to provide information or undertake surveys on sites or species. Scientific Committee will notify Recorders of requests as they occur. The Society encourages participation in national surveys. The Scientific Committee would be interested to be kept informed if you take part in national surveys.

### **1.10 Expenses**

Recorders' expenditure on small items related to their recording, such as postage, production of recording forms etc. (but not travel), will be reimbursed if requested. Send your request with details of expenditure to the Society's Honorary Treasurer. If you would like the Society to purchase larger items of equipment, contact the Scientific Secretary: usually, the matter will then be discussed at Scientific Committee.

### **1.11 Personal Data**

In 2018 the Data Protection Act was passed, and a set of guidelines now known as GDPR put in place. The data referred to is the restricted area of human data, particularly in the area of personal data. A Recorder cannot ignore GDPR in his/her dealing with other Recorders, and a summary of GDPR that has adopted by BNHS is attached as Appendix 2 to this document. You are advised to study that document (which has the benefit of being short) carefully.

## **2. REPORTING AND PUBLICATION**

### **2.1 Annual report for the AGM**

The Rules of the Society require Recorders to present a verbal report to the AGM in March. If you are unable to attend, send the report to the Secretary of the Society who can then appoint someone else to read it. With more than 20 Recorders, time is limited, so reports should last no more than 5 minutes. Arrangements for the coming AGM are discussed at the Recorders' Meeting, which is usually held in January.

### **2.2 Annual report for *The Bedfordshire Naturalist***

*The Bedfordshire Naturalist* is the scientific journal of the Society and Recorders are required to produce a report of the year's recording work. In order to publish the



Journal as early as possible in the following year **it is essential that reports and articles are received by the Honorary Editor by a date that will be announced each year and has recently been the end of April.** Recorders are sent a proof of the typeset report for checking. Copyright for reports or articles is held by the BNHS, but the author has the right to reproduce his/her own article or report.

The Journal is typeset by computer. Copy submitted electronically is much preferred but it may be submitted either in manuscript or typed form. It would ease the Editor's job greatly if you would bear in mind the points listed in the Appendix when writing your report.

### **2.3 Publication of other information**

Options for publications on your group in addition to the Annual Report are:

The Society's Journal - ***The Bedfordshire Naturalist*** (see Section 2.2).

The Society's Newsletter, ***Wild About Beds***, is produced quarterly. County surveys may be promoted to members through the newsletter, but only report the results in *The Bedfordshire Naturalist* once work is completed. Results of 'fun' events are best reported in the newsletter although details may be summarised in the Journal. Information announcing other societies and their events should also be directed to the Editor of *Wild About Beds*. Copy-dates for the newsletter are: 15th March; 15th June; 15th September; 15th December.

**Books** - it is the policy of the BNHS to encourage and support publications of all kinds which deal with any aspect of the natural history of Bedfordshire. Such publication should have a sound scientific basis and contribute to and/or document the knowledge of an appropriate discipline (or disciplines) within the county. The Society will do all it can to support and finance the publication of approved works, either by itself or with a suitable publisher.

Discuss proposals for such publications initially with the Scientific Secretary who will advise on the procedures for approval and the information and costings required.

**National Journals** - Recorders are encouraged to send observations and papers to national journals in their discipline. The Scientific Secretary would appreciate being kept aware of such publications and Recorders may wish to add references to them in their Annual Reports so that the membership can be aware of them.

### **3. Recorders' Meeting**

A Recorders' Meeting will be arranged annually, usually for a date in January. Please notify the Scientific Secretary if you would like any item considered for the agenda.

A Recorders' Field Meeting will be arranged during the summer months. Different sites of possible all-round interest, to which the public has no general access, are generally selected for survey. Send suggestions for future venues to the Scientific Secretary well in advance.

#### **4. Scientific Committee**

Scientific Committee is responsible to BNHS Council for the general administration relating to Recorders. Any queries about the role of a Recorder should be directed to the Scientific Secretary. A separate document defining the remit of the Scientific Committee has been prepared and is available on the Society's website. A list of the current membership of the Committee is also available. The Scientific Committee's membership includes several Recorders.

Revised Nov 2020 MGR on behalf of Sci Comm

## **APPENDIX A**

### **ANNUAL REPORTS AND ARTICLES FOR THE JOURNAL**

#### **A1 Submission**

##### **A1.1 Type of copy**

Electronic copy is preferred, but copy may still be submitted in typed or hand-written form. Typed copy will be scanned using OCR (Optical character recognition) and converted to electronic format. For handwritten copy please write neatly and legibly and use a simple system to indicate words or phrases to be set in bold or italic type. Lay out the title, author, headings and sub-headings in upper and lower case exactly as it occurs in the previous year's Journal.

e.g. Fish 2018  
Roy Bates

##### **A1.2 Layout**

When articles are typeset, the typesetter will apply the BNHS style to the document, including fonts, font size, alignments, use of bold and italics, for all aspects of

content. There is no need, therefore, to spend time making the document a perfect fit on an A4 page, when it will actually be converted to an A5 setting. Following the brief guidance below will make the editor's and typesetter's tasks more efficient:

Some do's:

- Use a standard font and font size; it doesn't really matter which one, but Times New Roman is preferred
- Use bold and italics following the format of the previous year's journal
- Words and sentences separated by a single space; paragraphs to be separated by a line space
- English species name in roman type, followed by Scientific name in italics – no commas or brackets
- Numbers one to ten as words; 11+ as numerals; all numbers at the start of sentences as words
- Use *c.* as the abbreviation for *circa*
- Use county not County
- Acronyms without full stops, e.g. FRPS not F.R.P.S.
- No full stop after Mr Mrs Dr
- 1990s not 1990's
- Hyphens (short) and dashes (long); a hyphen joins two-or-more words together, and is not separated by spaces; a dash separates two words – and could be followed by a comment

Some don'ts:

- Don't use spaces/tabs to centre headings, indent paragraphs or in tables as they all have to be removed
- Don't vary the font or font size; the typesetter will do this according to an agreed style
- Don't use superscript in dates (2nd May, not 2<sup>nd</sup> May)

### A1.3 Graphics

Charts, graphs, maps and similar visuals are best in a vector format such as Illustrator or EPS as they can be readily scaled without loss of quality. It is best if original data is supplied with any table or graph so that colour styles can be applied and tables fitted to the journal size more easily. Distribution maps produced using Recorder and DMap should be in WMF, EPS or PDF formats if at all possible.

- **Bit-mapped graphics** can be accepted in PCX, BMP, TIFF, GIF, PICT, PSD, JPEG and PNG and any RISC OS format
- **Vector graphics** can be accepted in WMF (Windows Metafile), EPS (Encapsulated PostScript), Illustrator, and RISC OS ArtWorks or Draw formats
- **Photographs** should normally be at a resolution of at least 300dpi at the size at which they will be reproduced in print. Ensure that the highest quality setting is used to achieve good reproduction in print
- **Line art images** should be at a minimum of 600dpi

### A1.4 References

References should be presented in alphabetical order by surname, and in a standard

format:

Journals: Author, A., Author, B. & Author, C. Year Title of article *Journal* Volume  
Pages

e.g. Bloggs, A. & Bloggs, B. 1985 Abstracts of literature on Bedfordshire  
natural history *Bedf. Nat.* **39** 75-76

Books: Author Year *Title of book* Publisher Pages

e.g. Dony, J.G. 1953 *Flora of Bedfordshire*. Luton Museum 532pp

#### A1.5 Acknowledgements

Full stop but no space between initial and surname; listed in alphabetical order by surname, separated by commas: P.Baker, N.Bartlett and I.Woiwod.

#### A1.6 Biography

A sentence or two about the author(s) and their role.

### A2 Formats

The following suggested formats for the Annual Report should make retrieval and comparison of information straightforward, whilst maintaining variety and interest.

#### A2.1 Species based reports

Introduction – a general review of the year with anecdotes, comparisons to previous years, site information etc.

#### A2.2 Systematic lists

It is the author's responsibility to make sure that systematic lists are in the correct order.

**Small or popular groups** – A systematic list for the year which may be in brief note form or more expanded depending on number of species to be described, public interest, volume of information supplied to Recorder, time available etc. All species should be mentioned in order to allow future comparisons between years.

Examples:

**Brown Hare** *Lepus capensis*

Brown Hares were reported from many sites, and often in good numbers. Sightings were mainly of single animals but there were counts of gatherings of up to 23 and 27 animals.

**Dark Green Fritillary** *Argynnis aglaja*

Sharpenhoe Clappers remains the stronghold and on its transect on 1st July, 115 were counted.

**Larger or less popular groups** – Partial systematic lists designed so that over several years each species is mentioned. This will ensure that species which are common and widespread, and generally tend to get ignored, are included. The use of a nationally accepted numbering system is useful here as is the inclusion of family names for unfamiliar groups. For very large groups a review article (see F below) could be published based on current knowledge and any new findings documented

in subsequent years.

Examples:

1642 **The Lappet** *Gastropacha quercifolia*

Several larvae of this species were found at Waterloo Thorns, Tempsford on 1st June 1986. An uncommon but widely distributed insect in the county.

### **Nepticulidae**

24 *Ectoedemia turbidella*

This rare species which feeds on Grey Poplar is known from only a dozen or so sites in Britain. Tenanted leaf-mines were found at Stotfold in October.

New tetrad records, 10km squares or County Records should be documented in the report as appropriate. Tetrad records might relate to previously published distribution maps.

### **Distribution maps, graphs, tables etc.**

- These should be relevant and cross-referenced to the text.
- Relevant photographs or line drawings provide added interest.
- It can help the typesetter if original data is supplied with any table or graph.

#### **A2.3 Site/Habitat based reports**

Most Recorders produce systematic species reports, but if a Recorder's work concentrates on biology, habitat studies or site surveys then reports on these studies are equally useful

e.g. Reid, D.A. 1987 The Fungus Foray 1986. *Bedf. Nat.* 41 79-80

#### **A2.4 General comments**

- Articles should be pitched to the general membership of the society, having a general interest in natural history.
- Care should be taken with any statistical analysis. Subjective statements should be made with caution.
- Locations should be backed up with either a grid reference, tetrad reference or Parish name as several sites may have the same name and could be confused e.g. Kings Wood, Houghton Conquest OR King's Wood, Heath & Reach.
- When summarising distribution information in county reports use the finest scale that is practicable. 1km references are preferable to tetrad or 10km grid references, although this may not be practical for some groups or appropriate for newly initiated recording schemes.
- Avoid using the personal pronoun 'I'. The use of observers' full initials is preferred.

#### **A2.5 Surveys**

Results of surveys can be published in the Journal. Let the Editor know well in advance if you are doing any research you would like to be considered for publication, as only a limited number can be printed annually.

e.g. Boon, C.R. 1987 Botanical assessment of Bedfordshire's churchyards, 1982-85

*Bedf. Nat.* 41 11-20

A2.6 Notes and observations:

Notes on certain unusual or interesting finds can be published as small articles independent of an annual report.

e.g. Brind, R.A. 1986 The Musk Beetle *Aromia moschata* (L) in Bedfordshire.  
*Bedf. Nat.* 40 75

A2.7 Bibliographies

Reference lists of published articles relating to Bedfordshire found in the national literature should be published periodically as appropriate to the volume of literature on the subject, but certainly every 10 years.

References should be presented to the Editor in alphabetical order and in an approved format (see A1.4):

A2.8 Reviews

At appropriate intervals Recorders should consider publishing a review article covering recording and distribution trends since the last review.

e.g. Anderson, D. 1986 Distribution of Bedfordshire mammal species 1971-1985  
*Bedf. Nat.* 40 13-20

## APPENDIX 2



## Guidance on GDPR for County Recorders and Affiliated Groups

I am sure you are all aware that the new General Data Protection Regulation (GDPR) came into effect on 25<sup>th</sup> May 2018. Council have been taking steps to make sure that BNHS complies with the new regulation. A 'Privacy Policy' document has been written and is available for viewing on our website.

County Recorders perform one of the most important functions of the Society by collecting and collating biological records. The name of the person submitting the original biological record is normally attached to that record and is regarded as personal data under GDPR. As the name of the person supplying the original record is important for validation purposes, a 'Legitimate Interest Assessment' has been prepared to justify this use of personal data. This will also be placed on the

BNHS website and be provided to County Recorders and Affiliated Groups.

The following summary of important points is for your guidance:

- People submitting biological records are doing so willingly and very probably will want their name attached to those records. However, they have the right under GDPR to ask for their name to be removed from databases containing those records. It would be very unusual for anyone to request this.
- Other personal data, such as postal addresses, email addresses, telephone numbers, should not be held on biological record databases.
- When recording location data, specific addresses should not be used (e.g. back garden of 14 High Street) as this is regarded as personal data under GDPR.
- It is fine under GDPR to contact people submitting records for purposes relating to recording, including acknowledging their records, thanking them, querying records for verification purposes, providing feedback about recording and encouraging them to contribute records.
- If records are passed on to any third party, except for the Bedfordshire & Luton Biodiversity Recording and Monitoring Centre (BRMC) and official National Recording Schemes (e.g. Butterfly Conservation), personal names should not be included. (Note: BNHS has an official Data Sharing Agreement with BRMC, signed by representatives of both parties).
- Computers on which electronic databases are held by recorders should be password protected.
- People submitting records to BNHS County Recorders or through Affiliated Groups should be able to make themselves aware of how those records are used. If records are submitted via 'Adnoto' on the BNHS website, this is explained in a 'Terms & Condition' notice which the record provider must agree to in order to submit the record. People providing records in other ways should be made aware of the Privacy Policy and Legitimate Interest documents on the website when acknowledging receipt of records.
- When preparing annual reports for the BNHS journal (Bedfordshire Naturalist, parts 1 & 2) it is fine to

acknowledge suppliers of records by listing them in the report. However, you should not attach their names to individual records without obtaining permission as this can place a person at a specific location on a specific date, which would breach GDPR.



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