

Records are submitted to OWIARC according to the following terms and conditions:

1. Data will be available for any use within OWIARC unless otherwise specified at the time of submission by the original recorder.
2. Data will be made freely available publicly at no charge for any non-profit making purpose relevant to the work of OWIARC unless otherwise specified at the time of submission by the original recorder.
3. A fee will be made for extracting, analysing or collating data from the database for commercial purposes. This is an administrative fee and will be based on the time required to extract, collate or analyse the required data
4. Data may be passed to recognised national recording schemes unless otherwise specified at the time of submission by the original recorder.
5. Data may be subject to validation and accuracy checks by OWIARC, and may be reformatted to fit the requirements of the final databases. Obvious errors may be corrected without reference to the original recorder.
6. No personal information other than the name of the recorder and determiner will be included within the datasets on the public record.
7. Sensitive records may be stored at full NGR resolution, but made available publicly at a lower resolution at the request of the original recorder or if it is considered appropriate. In these situations, full NGRs will be passed only to approved groups or individuals with good reason to see the data.
8. Recorders wishing to retain control over data for their own purposes (e.g. pending publications) should either delay submission or submit it with a request that the record or specified parts of it should not be made public until OWIARC is notified
9. OWIARC will take all reasonable measures to maintain the security of their databases and archives and to control access to this information.
10. These terms and conditions do not alter your statutory rights under the Data Protection Act 1998.