

# Collecting and submitting data to support designation of Marine Conservation Zones (MCZs)

## Best-practice guidelines for data providers

Natural England MCZ queries and data submission:

[MCZevidence@naturalengland.org.uk](mailto:MCZevidence@naturalengland.org.uk)

JNCC MCZ queries and data submission: [offshorempas@jncc.gov.uk](mailto:offshorempas@jncc.gov.uk).

### 1.0 Introduction

This document provides advice for external data providers who already hold, or want to collect, marine ecological data to support the process of Marine Conservation Zone (MCZ) designation within the Department for the Environment, Food and Rural Affairs (Defra) marine area. The advice was developed with input from Natural England specialists and the Joint Nature Conservation Committee (JNCC) in partnership with the Wildlife Trusts. It draws upon internal advice produced by the Wildlife Trusts following discussions with Natural England in June 2013, as well as capturing requirements for data provision developed by Natural England and JNCC. It should be noted, however, that the resulting product does not constitute formal Natural England guidance.

Both Natural England and JNCC have statutory roles in the provision of scientific advice to Defra on Marine Protected Areas, within inshore and offshore of Secretary of State waters<sup>1</sup> respectively. As part of Natural England and JNCC's advice to Defra on the presence and extent of habitats and species for designation within MCZs, Natural England and JNCC are reviewing and updating the evidence base supporting our advice within English territorial waters and the Defra offshore marine area respectively<sup>2</sup>. Natural England / JNCC are working with a range of partners including, but not limited to, the Centre for Environment, Fisheries and Aquaculture Science (Cefas), the Environment Agency, Seasearch and the Wildlife Trusts to take account of as much information as possible to support the presence and extent of marine habitats and species, and ensure our advice is based on the best available evidence. Whilst the methods and standards that have been applied in collecting data are of key importance, Natural England / JNCC will seek to take account of all available data to inform its evidence base.

The confidence that Natural England / JNCC assign to data is determined following comprehensive assessment and quality assurance processes. As a result of these processes, Natural England / JNCC may attach lower confidence and therefore give less weight to datasets that are considered to be of lesser quality. By providing clarity on the most appropriate format for data and associated metadata provision, the intention is to help external data providers supply data in a way that best contributes to informing assessments of scientific confidence in the presence and extent of features.

Please read sections 4.0 and 5.0 carefully. These sections will help you to understand how we intend to use both your personal data and the marine ecological data that you submit and any associated personal information.

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<sup>1</sup> English inshore waters and English and Northern Irish offshore waters.

<sup>2</sup> As defined by the UK Hydrographic Office Law of the Sea unit

## 2.0 Assessing confidence in presence and extent / distribution

Natural England / JNCC advise Defra on the scientific confidence in the presence and extent of broad-scale habitats (BSHs) and MCZ Features of Conservation Importance (FOCI) within recommended MCZs to inform further tranches of MCZ designation. In order to do this, Natural England / JNCC apply the principles captured within 'Technical Protocol E'<sup>3</sup> and the supplementary guidance on its practical application<sup>4</sup>. A set of standard criteria within Technical Protocol E are applied to generate an initial confidence assessment for the presence and extent of each feature in every site based on all relevant data<sup>5</sup>. The supplementary guidance further enables point data to inform confidence levels where underpinning polygonal data are absent; see Annex 1 for specific examples. These initial assessments are then subject to a series of quality assurance procedures including a sense-checking process by those officers responsible for the sites being assessed. The initial judgments may be amended in light of additional information available to the site officers according to the principles within the protocol.

Technical Protocol E includes age stipulations for species records, and for certain ephemeral habitat FOCI (e.g. *Sabellaria* reefs, mussel beds and seagrass beds). A sufficient number of records need to be less than 6 years old for high confidence ratings and less than 12 years old for moderate confidence ratings (for both presence and extent). There are no age stipulations for BSH data or for non-ephemeral habitat FOCI (e.g. mud habitats in deep water, rocky estuarine habitats etc.).

## 3.0 Format for Data Submission

Natural England / JNCC accept data of many different types. This section highlights the main data format requirements for interpreted point data (Section 3.1) and polygonal data (Section 3.2), as well as photographic evidence (Section 3.3) and remote sensing data (Section 3.4).

### 3.1 Point data – Marine Recorder Snapshot

Ground-truthing or point data can be used to help support the assessment of confidence in the presence and extent of habitats, and in the absence of any polygonal data can be used to establish the presence of the habitat in the site. To enable Natural England and JNCC to utilise ground-truthing data, such as that gathered from a drop down video tow<sup>6</sup>, the data need to be analysed, have biotopes assigned, have positional information included for each biotope where possible and metadata completed.

In addition to species abundance records, data should be assigned the most detailed biotope level possible<sup>7</sup>. A single survey event (e.g. one dive) can have several biotopes assigned to it. It is important to obtain a full set of information from a single survey record, for example, a

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<sup>3</sup> Assessing the scientific confidence in the presence and extent of features in recommended Marine Conservation Zones (Technical Protocol E). SNCB MCZ Advice Project  
[http://www.naturalengland.org.uk/images/protocol-e\\_tcm6-28376.pdf](http://www.naturalengland.org.uk/images/protocol-e_tcm6-28376.pdf)

<sup>4</sup> Assessing the scientific confidence in the presence and extent of features in proposed and recommended Marine Conservation Zones (Technical Protocol E). Guidance on aspects of the practical application of the Protocol E for MPA work. July 2013. [http://www.naturalengland.org.uk/Images/protocol-e-guidance\\_tcm6-36976.pdf](http://www.naturalengland.org.uk/Images/protocol-e-guidance_tcm6-36976.pdf)

<sup>5</sup> In this instance, 'relevant' data is defined as all evidence approved for inclusion in the confidence assessment processes for Natural England and JNCC through the 'Natural England MCZ Evidence Panel' and the 'JNCC MCZ Evidence Quality Assurance Group', respectively.

<sup>6</sup> Recommended Operating Guidelines on drop down video analysis is currently in preparation by Natural England

<sup>7</sup> Biotope Classification System: <http://jncc.defra.gov.uk/marine/biotopes/hierarchy.aspx>

Pink Sea-Fan on high energy circalittoral rock, can provide a species, a biotope, and a BSH record. Marine Recorder<sup>8</sup> can store and report all of this information. Natural England / JNCC use a database tool which links the EUNIS correlations database<sup>9</sup> to a Marine Recorder snapshot to extract all Species FOCl, Habitat FOCl and EUNIS Level 2 and Level 3 data. Annex 2 provides further details on inputting data into Marine Recorder. Lists of the biotopes considered to constitute each MCZ Habitat FOCl are included in the MB0102 report No 16<sup>10</sup> and can be found from <http://jncc.defra.gov.uk/page-4527>.

Point data should be verified, validated<sup>11</sup> and entered locally into a Marine Recorder database. Alternatively for Seasearch records, the new (on-trial) on-line data input system may be used. Both input routes allow the inclusion of information about data ownership and data access which should be provided. All Seasearch data should be submitted via the National Seasearch Co-ordinator. Copies of other survey data that have not been submitted to the Wildlife Trusts (including Shoresearch), Seasearch or MEDIN Data Archiving Centre<sup>12</sup>, should be sent to JNCC by emailing [MarineRecorder@jncc.gov.uk](mailto:MarineRecorder@jncc.gov.uk). For zipped files larger than 10 MB, please notify the same email address and arrangements will be made to ensure JNCC can access these data.

Twice yearly, all Marine Recorder datasets are combined by JNCC into a single national snapshot, which is shared with Natural England and others. Data must be submitted to JNCC in the latest Marine Recorder snapshot format (unless agreed otherwise) in order to be included in the national snapshot. Natural England will obtain snapshots from JNCC at the last possible opportunity prior to any period of evidence assessment that they need to undertake.

Marine Recorder Site Identification codes are normally provided to the Wildlife Trusts direct from JNCC, but where the Site Identification code was obtained via another organisation, data should be submitted via that organisation, or via the relevant MEDIN Data Archiving Centre<sup>13</sup>. Further guidance (above and beyond that provided in Annex II) on importing marine species data into Marine Recorder, including breaking down a survey event such as a dive or video tow into separate samples, can be provided by Natural England or JNCC upon request.

It is possible to check which surveys are currently included in JNCC's national Marine Recorder dataset by downloading a snapshot copy of the (publicly available) data from the JNCC website. This public snapshot is usually updated each February. Once submitted to JNCC and incorporated into the national Marine Recorder snapshot, it is requested that all parties should avoid submitting the same data to Natural England or JNCC again, for example through consultation processes, due to the additional time and resource effort required to identify, and subsequently discard, duplicate data. Natural England and JNCC routinely review all data received in order to identify new evidence and eliminate double counting.

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<sup>8</sup> Marine Recorder: <http://jncc.defra.gov.uk/MarineRecorder>

<sup>9</sup> EUNIS correlation table: <http://jncc.defra.gov.uk/page-3365>

<sup>10</sup> Accessing and developing the required biophysical datasets and data layers for Marine Protected Areas network planning and wider marine spatial planning purposes. Report No 16: Task 2C. Mapping of Protected Habitats. Final Version. May 2010. Available to download:

[http://randd.defra.gov.uk/Document.aspx?Document=MB0102\\_9174\\_TRP.pdf](http://randd.defra.gov.uk/Document.aspx?Document=MB0102_9174_TRP.pdf)

<sup>11</sup> JNCC guidance on data validation for organisations supplying data:

<http://www.esdm.co.uk/data/sites/1/media/marinerecorder/DocJNCCValidationDocv10.zip>

<sup>12</sup> [http://www.oceannet.org/data\\_submission/](http://www.oceannet.org/data_submission/)

<sup>13</sup> [http://www.oceannet.org/data\\_submission/](http://www.oceannet.org/data_submission/)

Should a significant data cut-off date for Natural England occur prior to routine dates for collation of the national Marine Recorder dataset Natural England will notify known data providers, individual snapshots may then be submitted to Natural England for new data gathered since the last national snapshot. Marine Recorder data, however, should not routinely be submitted in this way.

### 3.2 Polygonal data – MESH Format

Polygonal data are Natural England and JNCC's preferred form of evidence to support the presence and extent of habitats. Ideally polygonal data should be provided in the MESH translated habitat Data Exchange Format<sup>14</sup>, with completed metadata. This involves: ensuring that GIS files are 'clean' and have appropriate Data Exchange Format attributes including EUNIS habitat codes; creating a polygon for the entire study area; writing metadata into an online catalogue; and calculating a MESH confidence score<sup>15</sup>. If this is not possible, polygonal GI data should be provided to Natural England and JNCC with MEDIN<sup>16</sup> compliant metadata, and the attribute field tagged with the biotope or habitat it is representing. The GI data should be free of topological and geometry<sup>17</sup> errors.

JNCC aim to publish all polygonal habitat data received during this process through the EMODnet Seabed Habitats (formerly MESH) online interactive map<sup>18</sup> when given permission by the data owner; however, Natural England will accept new polygon data directly as they become available, therefore please submit all inshore polygonal habitat data to both Natural England ([MCZevidence@naturalengland.org.uk](mailto:MCZevidence@naturalengland.org.uk)) and JNCC ([offshorempas@jncc.gov.uk](mailto:offshorempas@jncc.gov.uk)).

### 3.3 Photographic evidence

During the Tranche One MCZ designation process Natural England developed a procedure to allow presence of features to be verified through photographs, and this was underpinned by Natural England's quality assurance process. This procedure does not support the submission and assessment of video data, although stills from video may be submitted. Its focus is to enable quality assurance for photographic evidence collected either internally by Natural England, or by external data providers who wish to provide photographic evidence rather than submit more detailed records.

Natural England welcomes the submission of photographic evidence for inshore sites, although where such photographs are associated with Marine Recorder records, e.g. Seasearch records, they **must** be accompanied by the Marine Recorder Sample Key to avoid double counting. This information can be provided to Natural England using the photograph metadata proforma, which is available on request from [MCZevidence@naturalengland.org.uk](mailto:MCZevidence@naturalengland.org.uk).

Where possible, photographs should be submitted as GPS tagged / georeferenced photographs (i.e. with the geographic position printed on the photo, or embedded automatically in the photographs Exchangeable image file format (Exif) data by the camera – in the same way as shutter speed, camera type, etc. are embedded). Subtidal photographs

<sup>14</sup> MESH data exchange formats: <http://www.emodnet-seabedhabitats.eu/contribute-data/data-exchange-format/>

<sup>15</sup> MESH confidence assessment: <http://www.emodnet-seabedhabitats.eu/default.aspx?page=1635>

<sup>16</sup> [http://www.oceannet.org/marine\\_data\\_standards/medin\\_disc\\_stnd.html](http://www.oceannet.org/marine_data_standards/medin_disc_stnd.html)

<sup>16</sup> [http://help.arcgis.com/en/arcgisdesktop/10.0/help/index.html#/Checking\\_and\\_repairing\\_geometries/001700000042000000/](http://help.arcgis.com/en/arcgisdesktop/10.0/help/index.html#/Checking_and_repairing_geometries/001700000042000000/)

<sup>18</sup> EMODnet Seabed Habitats interactive map: [www.emodnet-seabedhabitats.eu/webGIS](http://www.emodnet-seabedhabitats.eu/webGIS)

should be georeferenced as accurately as possible, for example, time-linked to track positions from a GPS fixed to a surface marker buoy where available. Again, this positional data should be captured within the photograph metadata proforma, and accompanying GPS tracks also provided. Where images are suitably quality assured and the positional accuracy is sufficient, a photograph linked to a Marine Recorder record in this way **could** increase the quality score of that record to 3. For further details on the criteria used to assess the quality of point feature records in order to select the best data for the confidence assessment, please refer to Annex 2 of the supplementary guidance on the practical application of Protocol E<sup>19</sup> and Annex 1 below.

Natural England recommends that up to a maximum of 10 georeferenced photographs be provided per feature per MCZ. As highlighted in Annex 1, at least five data points with a cumulative 'quality' score total of  $\geq 15$  are required for high confidence, at least 2 of which must have the highest quality score, 3. It is therefore advisable to provide 6–7 records to increase the chance that a sufficient number pass the validation procedure. Natural England will not have the capacity to process many more than this during the time available for the assessment process. It should also be noted that in some circumstances Natural England may have to prioritise the assessment of photographic data, thus Natural England cannot guarantee that every photograph submitted will be assessed.

In addition, it is important to understand that for sediment habitats, in the absence of Particle Size Analysis (PSA) data, georeferenced photographs would only be able to support habitats at parent level, EUNIS level 2 i.e. Littoral or Sub-littoral sediment rating at a quality rating of 3. There is one exception: coarse intertidal sediment, for which photographs could support the habitat at EUNIS level 3 where a scale (e.g. coin or ruler) is present in the photograph. For further information on photo evidence, please refer to Annex 3 below.

### **3.4 Remote Sensing data**

Remote sensing data (for example: AGDS, Olex plots, multibeam and backscatter, sidescan sonar, aerial photography, Lidar etc.) should have supporting ground-truthed information, otherwise it will not be immediately suitable for updating any polygonal maps showing the presence and extent of habitats. However, Natural England / JNCC can use these data as part of a desk-based habitat mapping study, or commission new ground-truthing of the remote sensing data as part of their marine survey programme; ideally in partnership with the data provider or other relevant bodies.

## **4.0 Submission of evidence to Natural England / JNCC**

Evidence or queries relating to inshore sites should be submitted to Natural England via the email address: [MCZevidence@naturalengland.org.uk](mailto:MCZevidence@naturalengland.org.uk). For datasets / images larger than circa 5–10 MB (zipped), please notify the same email address and an invitation will be issued to a shared space on the MCZ Evidence dropbox account.

Evidence of relevance to offshore waters can be submitted to JNCC via the email address: [offshorempas@jncc.gov.uk](mailto:offshorempas@jncc.gov.uk) or for larger datasets / images, please notify the same email

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<sup>19</sup> Assessing the scientific confidence in the presence and extent of features in proposed and recommended Marine Conservation Zones (Technical Protocol E). Guidance on aspects of the practical application of the Protocol E for MPA work. July 2013. [http://www.naturalengland.org.uk/Images/protocol-e-guidance\\_tcm6-36976.pdf](http://www.naturalengland.org.uk/Images/protocol-e-guidance_tcm6-36976.pdf)

address and arrangements will be made to ensure JNCC can access these data through a file sharing website.

Any processing of personal information received through the submission of marine ecological data will be done in line with the privacy notice set out in Annex 4.

It should be noted that during periods of formal Defra MCZ Consultation, specific consultation responses and supporting evidence should be sent to Defra through the specified consultation response channels, **however, where evidence has already been submitted to either Natural England or JNCC through the above route, this should be clearly referenced in the consultation response to Defra, rather than resubmitted in its entirety.**

## **5.0 Sharing information with other stakeholders and making it available to the public**

Data provided to Natural England / JNCC will be evaluated in the context of other data available, and in the light of this evaluation may be: used to update the GIS data behind the confidence assessment for habitats and species proposed for protection within MCZs; used to create interactive PDF maps showing the current knowledge of the presence and extent of features within [proposed] Marine Protected Areas; displayed on webGIS systems<sup>20</sup>; or made available in their entirety in GIS format to other Defra bodies for management purposes. Information that is non-sensitive and not subject to restrictions on public re-use will be made publicly available for re-use under the terms of the Open Government Licence<sup>21</sup>.

The level of usage of polygonal data permitted by the data provider can be expressed to JNCC through a Data Provider Agreement, similar to the one available here: [www.emodnet-seabedhabitats.eu/default.aspx?page=1920](http://www.emodnet-seabedhabitats.eu/default.aspx?page=1920). The level of usage of Marine Recorder point data can be expressed in the DataAccess field and the Metadata (Sensitivities and Permissions) field in the Survey table in Marine Recorder. Where the usage is different to that listed for the overall Survey or there are specific conditions, this should be specified in documentation supplied with the dataset. Where necessary, certain sensitive species / biotopes can be restricted and will not, for example, be displayed below certain resolutions, thus avoiding accurate positional data of sensitive species and biotopes becoming publicly available.

Natural England and JNCC strongly encourage all partners to submit any data they own via the relevant MEDIN Data Archiving Centre<sup>22</sup>, JNCC and the National Biodiversity Network<sup>23</sup>, as described in Section 3.0, and where possible, to use the Open Government Licence to allow people to re-use the data in future to permit re-use under the Open Government Licence. Submission of this information greatly enhances our understanding of the presence and distribution of marine species and habitats such as Habitats Directive Annex I habitats, and wider marine biodiversity.

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<sup>20</sup> [www.magic.defra.gov.uk](http://www.magic.defra.gov.uk), [www.jncc.defra.gov.uk/page-5040](http://www.jncc.defra.gov.uk/page-5040) and [www.emodnet-seabedhabitats.eu/webGIS](http://www.emodnet-seabedhabitats.eu/webGIS)

<sup>21</sup> <http://www.nationalarchives.gov.uk/doc/open-government-licence/>

<sup>22</sup> [http://www.oceannet.org/data\\_submission/](http://www.oceannet.org/data_submission/)

<sup>23</sup> <http://nbn.org.uk/Share-Data/Providing-Data.aspx>

## Annex 1 Application of Protocol E on point data

The application of Technical Protocol E and its supplementary guidance means that point data is scored for quality on a scale from 1–3. Under the terms of Technical Protocol E, high confidence in the presence of habitat features requires at least 5 data points with a cumulative ‘quality’ score total of  $\geq 15$ , at least 2 of which must have the highest quality score, ‘3’.

**Data Quality** – A quality score of 3 normally requires:

- **Positional accuracy** – Contemporaneous positional data which can be directly associated with the record and provides a high degree of spatial accuracy eg continuous recording of a boat’s position whilst undertaking a video tow. Scores may be downgraded where the degree of accuracy is uncertain and the position is in close proximity to a feature or site boundary
- **Expertise** – collected by a specialist with appropriate training with a robust and detailed quality control mechanism
- **Sediment size** – Particle Size Analysis (PSA) to identify sediment habitats carried out by trained staff with appropriate quality control and assurance procedures in place.

Seasearch data provided through Marine Recorder are routinely rated at quality 2 score, based on the fact that Seasearch surveyors are trained and data are checked on input by an expert, although usually gathered with less specific positional information for recordings made during a dive, as well as the varying expertise of volunteer recorders and relatively lower level of quality assurance when compared to data acquired through other processes. Scores of quality 3 may be possible for species and non-sediment habitat features supported by photographic evidence where the requirements for positional accuracy are also met. For further details on quality score criteria, please refer to Annex 2 of the supplementary guidance on the practical application of Protocol E<sup>24</sup>.

Details of any professional or other organisational affiliation and any quality assurance procedures carried out can also be entered into Marine Recorder in the free-text box under the Survey Description. Whilst it is not possible to routinely assess these details for each individual record during the assessment / quality scoring process, should a record require further scrutiny, the information would be available to support a potential upgrade.

Rocky intertidal habitats are likely to be the main features for which the highest data quality rating can be achieved from point records or photographs using volunteer surveying techniques. With the exception of records of barren littoral shingle (coarse sediment), supported by photographs including a suitable scale, sediment shore records will be scored down to provide evidence of parent habitat (Level 2) in the EUNIS classification.

Subtidal rock or species data is likely to be scored down to quality 2 on the basis of positional accuracy, unless specific locations within the dive were provided, or the dive was limited to a tightly defined area. In addition, in-situ subtidal species records are often subject to a lower degree of quality assurance when compared to, for example, laboratory analysis of subtidal infauna.

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<sup>24</sup> Assessing the scientific confidence in the presence and extent of features in proposed and recommended Marine Conservation Zones (Technical Protocol E). Guidance on aspects of the practical application of the Protocol E for MPA work. July 2013. [http://www.naturalengland.org.uk/Images/protocol-e-guidance\\_tcm6-36976.pdf](http://www.naturalengland.org.uk/Images/protocol-e-guidance_tcm6-36976.pdf)

## Annex 2 Importing marine species data into Marine Recorder

Please read this annex in conjunction with the Marine Recorder manual.

Marine Recorder has the ability to import a spreadsheet containing species records without having to manually input the data. The import functionality creates the samples in which to place the species records, but does not import any physical descriptions. This guide lists the steps to take to import a spreadsheet of data.

### In Marine Recorder

- Set up survey
- Set up survey events – one per video tow
- Whilst setting up the survey event there is the ability to set up the locations
- Do not enter any samples, this will be done by the import routine

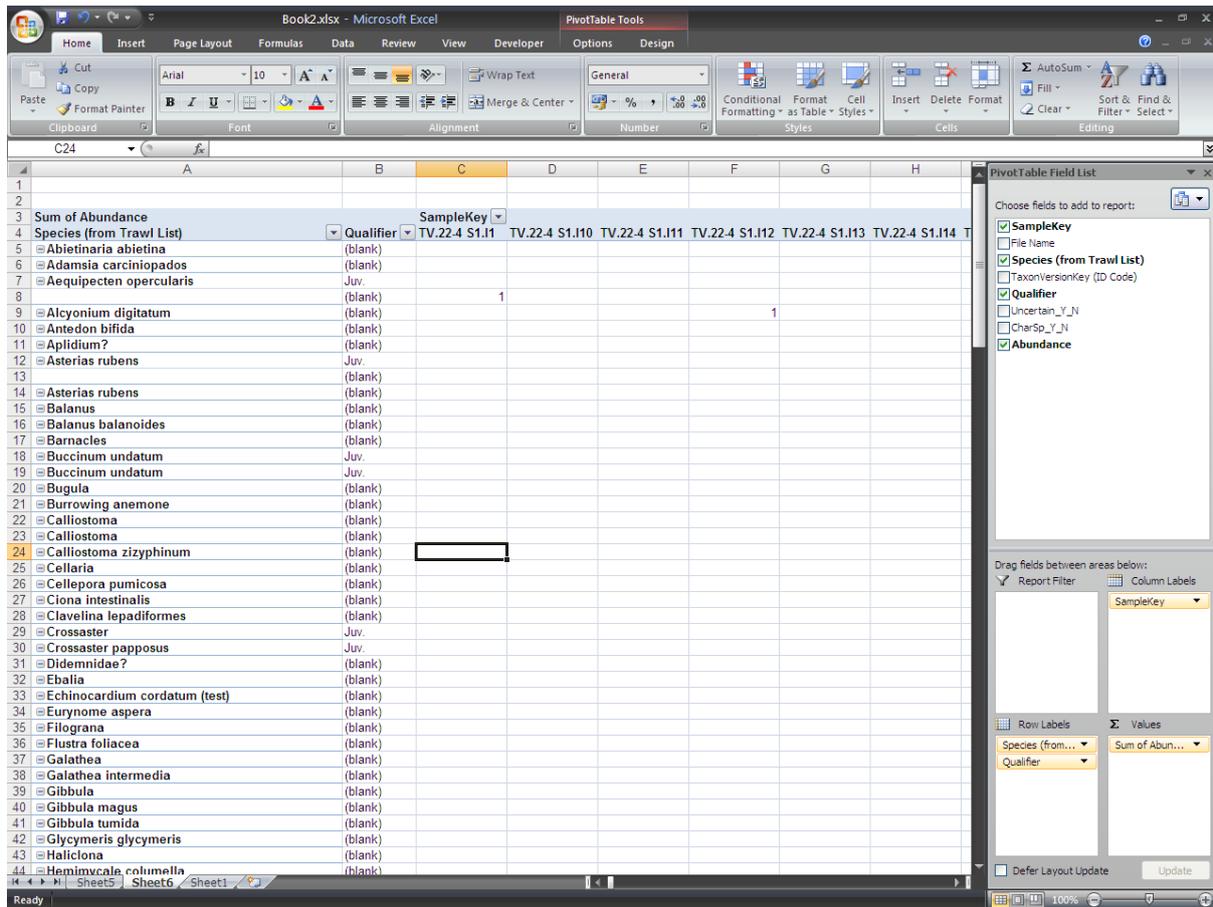
### Outside of Marine Recorder

#### Species list check

Check the species list you have against the accepted species list in Marine Recorder. In C:\MarineRecorder5\ (or the local folder where your Marine Recorder was installed to) there is a database called MARINELUT.mdb, which contains species listed in the Marine Species of the British Isles and Adjacent Seas (MSBIAS), a subset of the World Register of Marine Species (WoRMS), and a few recording aggregates specific to Marine Recorder (e.g. Maerl indet). This database contains a table called TAXON\_MARINE\_LUT which contains all the accepted species names and aliases accepted by Marine Recorder. By running a find unmatched query, the species that you are wanting to import can be compared with the Marine Recorder list and will produce a list of species not accepted by Marine Recorder. A Taxon match facility for spreadsheets in order to check species is also available from Marine Species of the British Isles and Adjacent Seas (MSBIAS) website <http://www.marinespecies.org/msbias/>. Change the incorrect species names (may be as simple as a spelling mistake) and recheck. If a species is not listed in the MARINELUT.mdb but is an accepted species name within the World Register of Marine Species (WoRMS) (see <http://www.marinespecies.org/>) then please email the species names and AphiaID to [marineGldata@naturalengland.org.uk](mailto:marineGldata@naturalengland.org.uk) or [marinerecorder@jncc.gov.uk](mailto:marinerecorder@jncc.gov.uk).

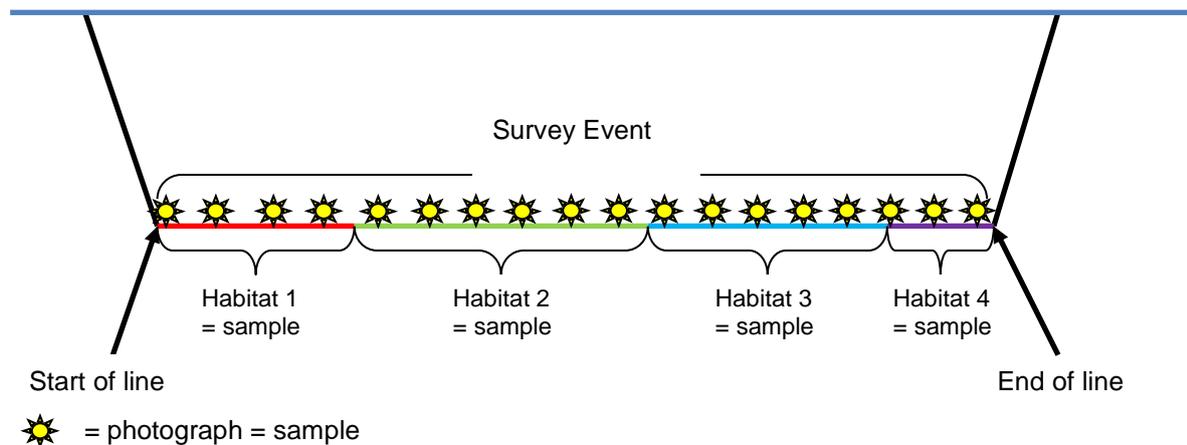
#### Spreadsheet Template

In C:\MarineRecorder4\ (or the local folder where your Marine Recorder was installed to) there is a spreadsheet called DemoSpreadsheetImport.xls. This is the template for the spreadsheet. Depending on how the data to be imported is laid out a pivot table or a number of pivot tables may need to be created (Figure 1). Multiple occurrences of one name is allowed if there are different quantifiers eg Sp A, Sp. B, massive etc, this can be noted in column B. The accepted species list (checked against the MARINELUT.mdb) can be added to column A.



**Figure 1.** Example of a pivot table prior to modification for the spreadsheet import.

In row 3 sample references need to be added. These need to be unique for each sample. Multiple sample replicates are allowed for samples such as multiple grabs at one location or multiple quadrats at one location (ie same coordinates). However it is worth noting that only samples can be biotope tagged. For a video/stills tow each still image taken and analysed is its own sample and each different habitat observed on a video would be its own sample (Figure 2).



**Figure 2.** Break down of samples within a survey event for a video tow.

Sample replicates need to be recorded in row 4. You can include samples where no species are found (barren sites) by putting the sample details in rows 3-7 and leaving the species list blank. Only one surveying technique can be imported per spreadsheet.

Coordinates need to be added to row 5 in a northing-easting format to no more than four decimal places. If more than four decimal places are used the import routine may hit internal MS Access memory limits and crash. OS grid references, lat/long coordinates in OSGB36 or WGS84 and OSNI grid references can be imported. For lines put the start point in this field, for areas put the south west corner in this field.

Habitat names need to be added to row 6. This field is a short (less than 255 characters) description of the habitat sample. It is recommended that this be kept to less than 100 characters due to similar memory constraints.

Values can be added into cells C8 onwards. SACFOR, present (type P into the count field), percentage (expressed as a number, eg 75% should be entered as 75), score, or count can be entered into this field.

Survey IDs and Survey Event IDs need to be entered into rows 1 and 2. These can be obtained from Marine Recorder (Figure 3 and Figure 4).

The screenshot shows the 'Survey' window in a software application. At the top left, the survey ID 'MRMIT60000000000D' is displayed in a red-bordered box. To the right of this box are buttons for 'Save', 'Delete', and 'Close'. Below these are two more buttons: 'Event Validation matrix' and 'Sample Validation matrix'. The main area of the window contains several form fields: 'Survey name' (2005\_07 - RV Cefas Endeavour - Eastern English Channel), 'Start date' (26 Jul 2005), 'End date' (05 Aug 2005), 'Survey run by' (The Centre for Environment Fish), and 'Survey run for' (Joint Nature Conservation Committee). There are also dropdown menus for 'Coordinate system' (Lat Long (WGS 84)) and 'Derived from' (GPS (differential)). Below these are fields for 'South west corner' (50.13, -0.61) and 'North east corner' (50.82, 1.03). At the bottom, there are tabs for '1. Events', '2. Description', '3. Associated metadata', '4. References', and '5. Audit'. The '1. Events' tab is active, showing a table of survey events with columns for Date, Event ref, and Location - event. Each row has links for 'Edit', 'Print', and 'Samples'.

Date:	Event ref:	Location - event:			
26 Jul 2005	HC.3-24	Eastern English Channel - HamCam station 3-24 (118)	Edit	Print	Samples
26 Jul 2005	TV.4-16	Eastern English Channel - Video Tow/Still Station 4-16 (124)	Edit	Print	Samples
26 Jul 2005	HC.3-25	Eastern English Channel - HamCam station 3-25 (117)	Edit	Print	Samples
26 Jul 2005	HC.3-23	Eastern English Channel - HamCam station 3-23 (120)	Edit	Print	Samples
26 Jul 2005	HC.3-22	Eastern English Channel - HamCam station 3-22 (121)	Edit	Print	Samples
26 Jul 2005	HC.3-21	Eastern English Channel - HamCam station 3-21 (123)	Edit	Print	Samples
26 Jul 2005	HC.2-32	Eastern English Channel - HamCam station 2-32 (111)	Edit	Print	Samples
26 Jul 2005	HC.2-31	Eastern English Channel - HamCam station 2-31 (112)	Edit	Print	Samples
26 Jul 2005	HC.2-30	Eastern English Channel - HamCam station 2-30 (113)	Edit	Print	Samples
26 Jul 2005	HC.20-1	Eastern English Channel - HamCam station 20-1 (115)	Edit	Print	Samples
26 Jul 2005	2BT.2-30	Eastern English Channel - Beam Trawl station 2-30 (114)	Edit	Print	Samples

Figure 3. Survey ID can be found in top left corner (highlighted in red)

**Event**

MRMIT60000000038 Use Defaults Save Delete Close

Event name: Video Tow/Still Station 4-16 (124) Event ref: TV.4-16

Location: Eastern English Channel Pick location  
View location  
Add New Location

Survey name: 2005\_07 - RV Cefas Endeavour - Eastern English Channel

Date: 26 Jul 2005

Area covered:

Co-ordinate system: Lat Long (WGS 84) Derived from: GPS (differential)

Type: Line Center: 50.537375,0.5861251

SW corner/start: 50.538, 0.582 NE corner/end: 50.538, 0.587

1. Surveyors 2. Description 3. Data 4. Audit

Add surveyor

▶ The Centre for Environment Fisheries and Aquaculture Remove Edit

Number of samples: 13

**Figure 4.** Survey Event ID can be found in top left corner of Edit screen for the event (highlighted in red)

When saving the spreadsheet ensure that cell A1 in Sheet 1 (where Sheet 1 is where you have your final data to import) is selected and save the spreadsheet in Microsoft Excel 97-2003 format (.xls).

EECStills\_Ready4Import.xls [Compatibility Mode] - Microsoft Excel

SurveyID	SurveyEventID	Sample Reference	Replicate Reference	Coordinate	Species Qualifier column	Species abundance (						
1	MRMIT60000000000D											
2	MRMIT60000000000F											
3	TV.10-1.S1.112	TV.10-1.S1.118	TV.10-1.S1.113	TV.10-2.S1.112	TV.10-2.S1.118	TV.10-2.S1.116						
4	50.456, -0.433	50.456, -0.431	50.456, -0.434	50.334, -0.435	50.334, -0.436	50.335, -0.435	50.335, -0.435	50.335, -0.435	50.335, -0.435	50.335, -0.435	50.335, -0.435	50.335, -0.435
5	Encrusting fauna:											
6	Fauna resting on the sea floor.											
7	Abietinaria abietina											
8	Adamsia carcinopados											
9	Aequipecten opercularis											
10	Alcyonidium diaphanum											
11	Alcyonium digitatum											
12	Anthozoa											
13	Halcampoides											
14	Antedon											
15	Anthozoa											
16	Ascidia											
17	Asterias											
18	Axinella flustra											
19	Balanidae											
20	Bryozoa											
21	Calliostoma											
22	Cellepora pumicosa											
23	Cerianthus lloydii											
24	Cnripedia											
25	Brachyura											
26	Brachyura											
27	Brachyura											
28	Ebalia											
29	Eurynome aspera											
30	Filigrana											
31	Flustra foliacea											
32	Galathea											
33	Gibbula											
34	Glycymeris glycymeris											
35	Halecium halecinum											
36	Haliciona											
37	Hammycale columella											
38	Hennicia											
39	Holothuria											
40	Hyas											
41	Hydrallmania											

**Figure 5.** Screenshot of final spreadsheet ready for import

## **In Marine Recorder:**

### **Import Spreadsheet Data.**

The import routine will import a spreadsheet into Marine Recorder. The Import Spreadsheet Data option can be found in the Marine Recorder main menu.

Select the spreadsheet that you want to import and fill in all yellow fields in the form. Upon clicking the Import button a number of verification processes are run, if one or more of these processes fail a text file is generated listing the errors and the spreadsheet is not imported. Make the corrections to the spreadsheet then try again. Import all spreadsheets (if necessary). All species data is now in Marine Recorder in new samples. You can now go into these samples to add any further data you have for each sample using either the traditional or the quick sample screens.

### **Samples – General tab**

Enter as much information as you can into this tab, such as start (and end) times and a habitat description. For lines or areas change type from point to line or area and enter the end or north east coordinate.

### **Habitat details tab**

Enter in as much information as you have available into this tab such as depths and substrate information.

### **Sediment analysis**

Only used for PSA analysis from sediment samples

### **Species**

If you have species that were identified but marked as uncertain you will need to click Edit for the species record and mark the species as uncertain. The photograph box is only selected if the species is the key species in the photograph. Specimen should be selected if a specimen of this species was taken as a reference specimen for this sample.

### **Biotope**

If a biotope has been assigned using the marine habitat classification system for Britain and Ireland (version 15.03) then the biotope tag can be recorded here.

Further information can be found in the Marine Recorder user manual that can be downloaded from <https://www.esdm.co.uk/marine-recorder-downloads>.

For further help please contact [marinegidata@naturalengland.org.uk](mailto:marinegidata@naturalengland.org.uk)

## Annex 3 Natural England MCZ Photo Evidence Guidance

### Photo Format

Natural England recommends a minimum of 5 **different** photos to support each feature within each site, with recommended maximum of 10. These photos should be well spread out within the range of the given feature ie don't stand on the same spot and take lots of photos as they will all appear to have the same location. **Photos should preferably be taken of the ground as a 'point' photo, rather than a landscape as a panoramic photo.** An example of each of these is below:



Point



Panoramic

If possible photos should also include some indication of scale, like a ruler or a coin. This is particularly helpful if representing a feature with varying particle sizes.

1. Photos can be in any format, but in order to store large numbers on the limited Natural England drives, JPEGs are preferred as they take up less space than others (RAW, TIF etc). We would also encourage anyone taking photos to keep copies of the originals, particularly if they are high resolution, as a reference.
2. If possible photos should be labelled based on the site and feature code that they relate to (see Table 1 below), followed by a sequential number, for example, for Chesil Beach and Stennis Ledges: FS 19 is the site code, A1.1 relates to high energy intertidal rock, and the final number represents the sequential number of the photographs submitted:  
FS 19\_A1.1\_1  
FS 19\_A1.1\_2  
FS 19\_A1.1\_3  
FS 19\_A1.1\_4  
FS 19\_A1.1\_5
3. Natural England will provide a template spreadsheet for the submission of photo data to hopefully streamline the submission process available on request from [MCZevidence@naturalengland.org.uk](mailto:MCZevidence@naturalengland.org.uk).
4. Coordinate metadata included in the properties of the photo (if taken using a GPS camera) should be extracted and included, as they can be difficult to extract on a large scale.
5. The coordinate formats used are listed below:

#### **For Lat Long Coordinates (WSG84):**

Either:

Degrees and Decimal minutes:

55° 23.302'      1° 37.227'

Or:

Decimal Lat Long:

55.38836667   -1.62045

### For OS Grid References (BNG):

Either:

OS Grid Reference (To the highest possible accuracy e.g. - TQ 363 690):

TR 30780 70036

Or:

X,Y Coordinates: 630780, 170036

When added to the photo evidence database and following internal NE quality assurance, each photo will be assigned a score of 1–3 based on the criteria below. Additional information such as professional affiliation, positional accuracy and / or any quality assurance procedures can be included in a free-text 'Notes' column. The confidence assessment process (according to the principals of Technical Protocol E and the Supplementary Guidance, see Section 2.0 above) will then assign confidence levels to the photographs based on these scores. Providing coordinates with photographs is crucial, any photographs provided without this information will not be used further in the evidence assessment.

Point records quality score	Criteria	Example
3	In situ GPS records taken and data provider uses a quality management system	Differential GPS, position stamped records
2 (Specialist)	Low confidence GPS coordinates provided and evidence of quality control of feature data	Low confidence GPS: Data coordinates applied retrospectively from a chart or map, GPS coordinates taken from the start or end of dive or sample tows.
1	GPS coordinates not available. Feature not verifiable from photo supplied.	Local knowledge, anecdotal information, no quality control

In order to obtain a score of 3, a photo must clearly show the feature and be sufficient for identification of any key species. For intertidal features photos should either be taken with a GPS camera or a separate GPS track and positions logged alongside photographs. For subtidal features it is more difficult. If a dive is undertaken with a GPS attached to a surface marker buoy, and it can be calculated to a high level of confidence when on the dive a photo was taken, then could also count as 3. In order to achieve this, the GPS would need to be set to track mode at the beginning of the dive, the time on the camera would need to match that of the GPS. Doing this it could allow you to extrapolate to a higher degree of confidence where along the track dive track the photo was taken and therefore its precise position.

To obtain a score of 2; the photo must clearly show the feature (if not clearly, then it must be able to make it through the QA process, with each reviewer identifying it as the feature it is supposed to support) and must have some coordinate data associated with it. These coordinates should show the photo was taken within the site boundary and preferably within the area of that feature if known (e.g. if it agrees with an existing GIS polygon or aerial photography showing the feature occurring within the area the photo was taken).

All photographs taken of features requiring particle size analysis will only support habitats to parent feature, i.e. EUNIS level 2 unless the particle size can be clearly shown with inclusion of some form of scale in the photo (i.e. coarse intertidal sediment >1mm particle size with a ruler or similar scale in view).

A photo with a score of 1 does not clearly show the feature being present (or fails to make it through the QA process) and/or does not have any co-ordinate metadata associated with it.

All photos with a score of 2 or more will then be mapped as point data for inclusion in the confidence assessment process.

## Quality Assurance

Once compiled a quality control process will be applied to the photographic evidence during which Natural England marine ecologists will systematically review submitted photographs to ensure they support the features suggested when the photograph was submitted. A quality control process will also be undertaken to ensure consistency between reviewers.

**Table 1 Site and feature lookup codes**

For species features not listed here, e.g. Highly Mobile Species, please use the current accepted species name.

Site lookup codes		Feature lookup codes	
Site code	Site Name	Feature Code	Feature Name
NDMCZ_001	Albert Field	A1.1	High energy intertidal rock
ISCZ 10	Allonby Bay	A1.2	Moderate energy intertidal rock
NG 13a	Aln Estuary	A1.3	Low energy intertidal rock
FS 20	Axe Estuary	A2.1	Intertidal coarse sediment
BS 13.1	Beachy Head East	A2.2	Intertidal sand and muddy sand
BS 13.2	Beachy Head West	A2.3	Intertidal mud
BS 22	Bembridge	A2.4	Intertidal mixed sediments
NDMCZ_HMS1	Berwick to St. Mary's	A2.5	Coastal saltmarshes and saline reedbeds
FS 43	Bideford to Foreland Point	A2.6	Intertidal sediments dominated by aquatic angiosperms
BS 03	Blackwater, Crouch, Roach and Colne Estuaries	A2.7	Intertidal biogenic reefs
FS 39	Camel Estuary	A3.1	High energy infralittoral rock
FS 36	Cape Bank	A3.2	Moderate energy infralittoral rock
FS 19	Chesil Beach and Stennis Ledges	A3.3	Low energy infralittoral rock
NG 13	Coquet to St Mary's	A4.1	High energy circalittoral rock
NG 02	Cromer Shoal Chalk Beds	A4.2	Moderate energy circalittoral rock
ISCZ 11	Cumbria Coast	A4.3	Low energy circalittoral rock
FS 23	Dart Estuary	A5.1	Subtidal coarse sediment
FS 25	Devon Avon Estuary	A5.2	Subtidal sand
BS 11.1	Dover to Deal	A5.3	Subtidal mud
BS 11.2	Dover to Folkestone	A5.4	Subtidal mixed sediments
FS 07	East of Haig Fras	A5.5	Subtidal macrophyte-dominated sediment
NDMCZ_FS1	East of Start Point	A5.6	Subtidal biogenic reefs
FS 26	Erme Estuary	A6	Deep-sea bed
NG 14	Farnes East	HOCI_1	Blue Mussel Beds
BS 11.4	Folkestone Pomerania	HOCI_2	Cold-water coral reefs
BS 09	Foreland	HOCI_3	Coral gardens
NG 17	Fulmar	HOCI_4	Deep sea sponge aggregations
ISCZ 08	Fylde	HOCI_5	Estuarine rocky habitats
BS 08	Goodwin Sands	HOCI_6	File shell beds
FS 05	Greater Haig Fras	HOCI_7	Fragile sponge & anthozoan communities on subtidal rocky habitats
FS 40	Hartland Point to Tintagel	HOCI_8	Honeycomb worm reefs ( <i>Sabellaria alveolata</i> )
NDMCZ_004	Helford Estuary	HOCI_9	Horse mussel ( <i>Modiolus modiolus</i> )
NG 08	Holderness Inshore	HOCI_10	Intertidal under boulder communities

NG 09	Holderness Offshore		HOCI_11	Littoral chalk communities
NDMCZ_IB1	Inner Bank		HOCI_12	Maerl beds
FS 35	Isles of Scilly Sites		HOCI_13	Mud habitats in deep water
BS 30	Kentish Knock East		HOCI_14	Native oyster beds ( <i>Ostrea edulis</i> )
BS 16	Kingmere		HOCI_15	Peat and clay exposures
FS 41	Lundy		HOCI_16	Ross worm reefs ( <i>Sabellaria spinulosa</i> )
NG 07	Markham's Triangle		HOCI_17	Seagrass beds
BS 06	Medway Estuary		HOCI_18	Sea pens and burrowing megafauna
FS 44	Morte Platform		HOCI_19	Sheltered muddy gravels
FS 33	Mounts Bay		HOCI_20	Subtidal chalk
FS 37	Newquay and The Gannel		HOCI_21	Subtidal sands and gravels
NG 15	North East of Farnes Deep		HOCI_22	Tide-swept channels Tentacled lagoon-worm ( <i>Alkmaria romijni</i> )
NDMCZ_FS2	North East of Haig Fras		SOCI_1	
FS 04	North-West of Jones Bank		SOCI_2	Sea-fan anemone ( <i>Amphianthus dohrnii</i> )
NDMCZ_006	North-West of Lundy		SOCI_3	Ocean quahog ( <i>Arctica islandica</i> )
BS 14	Offshore Brighton		SOCI_4	Lagoon sandworm ( <i>Armandia cirrhosa</i> )
BS 17	Offshore Overfalls		SOCI_5	Fan mussel ( <i>Atrina pectinata</i> ) Defolin's lagoon snail ( <i>Caecum armoricum</i> )
NG 01b	Orford Inshore		SOCI_6	
FS 21	Otter Estuary		SOCI_7	Burgundy maerl paint weed ( <i>Cruoria cruoriaeformis</i> )
FS 38	Padstow Bay and Surrounds		SOCI_8	Pink sea-fan ( <i>Eunicella verrucosa</i> )
BS 25.1	Pagham Harbour		SOCI_9	Lagoon sand shrimp ( <i>Gammarus insensibilis</i> )
FS 14	Poole Rocks		SOCI_10	Amphipod shrimp ( <i>Gitanopsis bispinosa</i> )
NDMCZ_008	Purbeck Coast		SOCI_11	Giant goby ( <i>Gobius cobitis</i> )
NDMCZ_IS1	Queenie Corner		SOCI_12	Couch's goby ( <i>Gobius couchi</i> )
ISCZ 17	Ribble		SOCI_14	Stalked jellyfish ( <i>Halicyclustus auricula</i> )
FS 34	Runnel Stone		SOCI_15	Long snouted seahorse ( <i>Hippocampus guttulatus</i> )
NG 11	Runswick Bay		SOCI_16	Short snouted seahorse ( <i>Hippocampus hippocampus</i> )
BS 25.2	Selsey Bill and the Hounds		SOCI_17	Sunset cup coral ( <i>Leptopsammia pruvoti</i> )
FS 24	Skerries Bank and Surrounds		SOCI_18	Coral maerl ( <i>Lithothamnion corallioides</i> )
ISCZ 15	Solway Firth		SOCI_19	Stalked jellyfish ( <i>Lucernariopsis cruxmellitensis</i> ) Stalked jellyfish ( <i>Lucernariopsis campanulata</i> )
NDMCZ_FS3	Southbourne Rough		SOCI_20	Starlet sea anemone ( <i>Nematostella vectensis</i> )
FS 16	South Dorset		SOCI_21	
FS 09	South of Celtic Deep		SOCI_22	Native oyster ( <i>Ostrea edulis</i> )
FS 18	South of Portland		SOCI_23	Peacock's tail ( <i>Padina pavonica</i> )
FS 13	South of the Isles of Scilly		SOCI_24	Spiny lobster ( <i>Palinurus elephas</i> )
ISCZ 06	South Rigg		SOCI_26	Common maerl ( <i>Phymatolithon calcareum</i> )
NDMCZ_FS4	South West Approaches to Bristol Channel		SOCI_27	Gooseneck barnacle ( <i>Pollicipes pollicipes</i> )
FS 03	South-West Deeps (East)		SOCI_28	Lagoon sea slug ( <i>Tenellia adspersa</i> )
FS 02	South-West Deeps (West)		SOCI_29	Trembling sea mat ( <i>Victorella pavidia</i> )
FS 15	Studland Bay		SOCI_30	Grateloup's little-lobed weed ( <i>Grateloupia montagnei</i> )
NG 16	Swallow Sand		SOCI_32	Smelt ( <i>Osmerus eperlanus</i> )
BS 05b	Swanscombe		SOCI_33	Undulate ray ( <i>Raja undulata</i> )
FS 27	Tamar Estuary Sites		non_ENG_1	Black seabream ( <i>Spondyliosoma cantharus</i> )
BS 07	Thanet Coast		non_ENG_2	Black throated diver ( <i>Gavia arctica</i> )

FS 01	The Canyons	non_ENG_3	Great northern diver ( <i>Gavia immer</i> )
FS 32	The Manacles	non_ENG_4	Harbour porpoise ( <i>Phocoena phocoena</i> )
BS 20	The Needles	non_ENG_5	Horned grebe ( <i>Podiceps auritus</i> )
BS 10	The Swale Estuary	non_ENG_6	Great crested grebe ( <i>Podiceps cristatus</i> )
FS 22	Torbay	non_ENG_7	Red necked grebe ( <i>Podiceps grisegena</i> )
FS 29	Upper Fowey and Pont Pill	non_ENG_8	Black necked grebe ( <i>Podiceps nigricollis</i> )
BS 28	Utopia	non_ENG_9	Guillemot ( <i>Uria aalge</i> )
NDMCZ_WC1	West of Copeland	non_ENG_10	Basking shark ( <i>Cetorhinus maximus</i> )
ISCZ 02	West of Walney	non_ENG_11	Bottlenose dolphin ( <i>Tursiops truncatus</i> )
FS 12	Western Channel	non_ENG_12	Kittiwake ( <i>Rissa tridactyla</i> )
FS 28	Whitsand and Looe Bay	non_ENG_13	Razorbill ( <i>Alca torda</i> )
BS 14w	West of Wight-Barfleur	non_ENG_14	Puffin ( <i>Fratercula arctica</i> )
ISCZ 16	Wyre-Lune	non_ENG_15	Manx shearwater ( <i>Puffinus puffinus</i> )
BS 23	Yarmouth to Cowes	non_ENG_16	Grey seal ( <i>Halichoerus grypus</i> )
		non_ENG_17	Fulmar ( <i>Fulmarus glacialis</i> )
		non_ENG_18	Black guillemot ( <i>Cephus grille</i> )
		non_ENG_19	Balearic shearwater ( <i>Puffinus mauretanicus</i> )
		non_ENG_20	Moderate/Low energy infralittoral rock and thin sandy sediment (A3.92, A3.A2, A4.92)
		non_ENG_21	Moderate/Low energy infralittoral rock and thin mixed sediment (A3.94, A3.A4)
		non_ENG_22	Moderate energy circalittoral rock and thin mixed sediment
		non_ENG_23	Low energy circalittoral rock and thin mixed sediment
		non_ENG_24	Infralittoral muddy sand
		G1	English Channel outburst flood features
		G2	Folkestone Warren
		G3	Gibraltar point (Subtidal)
		G4	Bracklesham Bay
		G5	Portland Deep
		G6	Orfordness (Subtidal)
		G7	North Norfolk coast (Subtidal)
		G8	Celtic sea relict sandbanks
		G9	Haig Fras rock complex
		G10	Clacton cliffs and foreshore
		G11	Swallow Sand
		G12	Drumlins
		G13	Spurn Head (Subtidal)
		G14	Bouldnor Cliff geological feature
		G15	North Sea glacial tunnel valley

## Annex 4: Privacy notice

Version 2; last updated 08/06/2018

### ***Privacy notice***

#### **Who are we?**

Natural England are the government's advisor for the natural environment in England, helping to protect England's nature and landscapes for people to enjoy and for the services they provide<sup>25</sup>. JNCC is the public body that advises the UK Government and devolved administrations on UK-wide and international nature conservation. Originally established under the Environmental Protection Act 1990, JNCC was reconstituted by the [Natural Environment and Rural Communities \(NERC\) Act 2006](#)<sup>26</sup>. See section 1.0 of this document for more information on our role in relation to Marine Protected Areas.

#### **What are we collecting your information for?**

JNCC and Natural England are collecting your personal information alongside marine ecological data submitted in order to keep an audit of who provided specific datasets to us to support the MCZ designation process and to be able to provide a contact for these datasets in the future. The legal basis for processing this information is that it is a public task. This task is a statutory duty of Natural England and JNCC in the provision of scientific advice to Defra on Marine Protected Areas, within inshore and offshore of Secretary of State waters<sup>27</sup> respectively. If personal information is included within the metadata of the ecological data submitted this will also be collected as part of that dataset. *Please keep to a minimum the personal information included within the data of the ecological datasets and if possible provide role or organisation level information including contact information within metadata.*

We intend to publish ecological datasets provided to us in most cases under the Open Government Licence; where the dataset contains personal information such as the name of the surveyor we will publish this information only on the basis of consent. Given that the data would be freely available for redistribution, it will be difficult to withdraw the personal data from the public. Open data can be downloaded, remixed, and redistributed by third parties. In the event that a surveyor withdraws consent, we will remove the name from the open dataset we distribute.

#### **Where are we storing your information and who will we share it with?**

Your personal information will be stored on JNCC's and Natural England's internal servers for 5 years after it is received. In some cases, it may be necessary to keep your personal information on our systems for a longer period of time.

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<sup>25</sup> Further information about Natural England's role can be found here:

<https://www.gov.uk/government/organisations/natural-england>

<sup>26</sup> Further information about JNCC's role can be found here: <http://jncc.defra.gov.uk/page-5287>

<sup>27</sup> English inshore waters and English and Northern Irish offshore waters.

Where ecological data is openly published it will be available to anyone and it will be available for use outside of the European Union.

We will respect personal privacy, whilst complying with access to information requests to the extent necessary to enable Natural England and JNCC to comply with its statutory obligations under the Environmental Information Regulations 2004, and the Freedom of Information Act 2000.

### Your rights and our contact details

A list of your rights under the General Data Protection Regulation, the Data Protection Act 2018 (DPA 2018), is accessible at: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

JNCC has its own Data Protection Manager:

Address: Data Protection Manager, Joint Nature Conservation Committee, Monkstone House, City Road, Peterborough, Cambridgeshire, PE1 1JY

Email: [dataprotection@jncc.gov.uk](mailto:dataprotection@jncc.gov.uk)

Natural England has its own Data Protection Manager:

Address: Natural England, County Hall, Spetchley Road, Worcester, WR5 2NP.

Email: [foi@naturalengland.org.uk](mailto:foi@naturalengland.org.uk)

The Data Protection Officer responsible for monitoring that JNCC and Natural England are meeting the requirements of Data Protection legislation is:

Address: Defra Group Data Protection Officer, Department for Environment, Food and Rural Affairs, SW Quarter, 2nd floor, Seacole Block, 2 Marsham Street, London SW1P 4DF

Email: [Defra Group Data Protection Officer](#)

If you have any concerns about how your data is being used, we will endeavour to answer any questions you have. You have the right to lodge a complaint with the Information Commissioner's Office. You also have the right to an effective judicial remedy against decisions of the Information Commissioner's Office, or against JNCC.

### Version history

Version	Created by	Date	Description
2.0	JNCC and Natural England	08/06/2018	First version