

ANNEX B

DATA REQUEST POLICY

All requests for access to eBMS Data or Derived Data will require a signed license agreement (see Annex A). All Depositors (National BMS) will be informed of requests for use of their data and will be given an option for involvement in any resulting publications as follows:

- 1) National BMS co-ordinators (Depositors) will receive from CEH (via email) a copy of each data request form within 2 weeks of submission of the request.
- 2) The requestor (e.g. leading author or author team of the scientific paper or any other output) is responsible for involving national BMS representatives in the use of their data in a scientific paper or other output. This should include regular updates on progress of analyses. Involving national BMS representatives at a late stage of paper submission is to be avoided.
- 3) Members from all organisations contributing to the co-ordination of a national BMS will be offered co-authorship. The detailed process for involvement will be documented as part of agreeing the data license, including planned authorship requirements.
- 4) Co-authors will be informed of the submission and revision process by the leading author, so that they can also comment on revised versions of the manuscript and remain fully informed of progress.
- 5) Leading authors or author teams have a duty to report the realized use of the data in publications to eBMS and to the National BMS co-ordinators involved.

The effectiveness of this system in delivering 1-7 will be monitored and evaluated at yearly intervals and may result in modification of this policy.

All external requests for Data will be under the terms specified within the eBMS data licence (Annex A)¹. Depositors only agree to release of national BMS Data with explicit permission granted for each request. Any request for data from a single national BMS will not be covered by eBMS and will be forwarded to the relevant national scheme contact.

Each request for Derived Data must be agreed unanimously by the Executive Committee.

¹ Note that individual national BMSs may have their own data licence processes, and such licences might be less restrictive than the eBMS licence.