**New data tools – DATA PROFILE form (2)**

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| **Dataset Information** | | | | | | | | | | |
| * 1. **Title** *(Ref Proposal Form 1 – section 1.1)* | | | * 1. **Publication**   **Internal**  **External** | | | | **1.3 Product Owner** | | * 1. **Developer** | |
| * 1. **Dataset(s)** | **1.5.1**  **Raw (R) or Derived (D)**  **data** | **1.5.2**  **For derived data only** *(identified in 1.3.1),* **list the source data sets.** | | **1.5.3**  **Format of dataset**  *(please note all that apply - Spreadsheet, web service, map service, GIS files, Oracle, other)* | **1.5.4**  **How often is the dataset updated and when** *(if known)* | **1.5.5**  **Details of Data Licence Agreement under which the data is published, and any specific term of -use and copyright etc**  *(including any statements or acknowledgement to be displayed, any additional terms and conditions or links to third party terms*) | | **1.5.6**  **Does the data contain any**  **- [Personal Information](https://ico.org.uk/media/1554/determining-what-is-personal-data.pdf) (PI) \*\***  **and/or**  **-** [**Commercially Sensitive Information**](http://intranet/regulatory-services/national-regulatory-services/waste-resources/licensing/wml-manual/procedures/commercial-confidentiality/) **(CSI)**  **If yes, please attach further detail about the data.** | | **1.5.7**  **Information Asset Owner \***  **External Data owner** (name, organisation, address, telephone/email) - attach confirmation of permission to use/publish their data. |
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*\* Information Asset Owners (IAO) are senior accountable individuals who understand what information is held, who has access and why. They must be able to understand risks to the information and ensure that information is fully used within the law for the public good)*

Please contact SEPA Information Manager for further information about IAO roles and responsibilities

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| **For SEPA use only** |
| ***Has the named IAO*** *(section 1.3.8) or* ***External Data Owner confirmed permission for SEPA to release the data for publication?***  *Yes*  *Date received*  *No*  *Permission must be confirmed in an email with attached / completed PROPOSAL and DATA PROFILE forms (1 & 2)*  *Type: Dataset* |
| ***Has Corporate Legal Services (CLS) verified Data Licence Agreement and any Terms & Conditions of Use, Copyright?***  *Yes*  *Date received*  *No*  *CLS Ref No: (where appropriate)*  *CLS must confirm permission in an email* |
| ***Have Data Protection and Security issues been considered and approved?***  *Yes*  *Date received*  *No*  *Data protection Officer must confirm permission in an email* |