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Our Ref: Your Ref: Date:

Dear

Thank you for your letter concerning confidentiality of borehole records. We would be grateful if you

could clarify the degree of confidentiality required, and confirm the release conditions, if there are any.
Period of confidentiality:
1 year
3 years
5 years
If over 5 years, please state (maximum up to 30 years)
Release conditions:
BGS is required under EU Environmental Legislation and the Public Records Act, to provide information about the availability of data. BGS will make its high level index available to enquirers. This will provide minimal information about the existence of data and their location, but other details such as depth, will not be released. Please indicate below which conditions apply, by ticking the box.
You are sole/joint* owners of the records and will require to be contacted by enquirers.
You have no further interest in the records but require enquirer/BGS* to contact the original client before the release of records by BGS to third parties.
You will require BGS to contact you before any information is given to an enquirer.
If we receive no response to this letter with the next four weeks, we will assume that the restricted period is for 1 year only.
Yours sincerely
Becky White Data Collection Officer