

**NOTIFICATION OF TRANSFER OF DATA
FROM AN INSTITUTION**



This form is to be completed by a registered Digimap user wishing to transfer data to other subscribing Institutions for the purposes of a joint project. It is likely that this will only be applicable to academic and research staff and to postgraduates. EDINA must be notified when copies of data from any Digimap Collection are passed between different institutions.

I wish to transfer the following data from Digimap to the following institutions:

Data product	Tiles or Coordinates of bounding box	Recipient institution	Recipient individual

Purpose of transfer (Joint project name & sponsoring body)

Sender of data

As a registered Digimap user, I confirm that the recipient institutions that I am sending data.

to are subscribers to
(insert Collection name e.g. OS, Geology) _____

and that the recipient individuals that I am sending data from Digimap to are registered users of the Collection(s) noted above.

I understand that transferred data is subject to the same Terms of Use as data downloaded directly from Digimap, and have brought that to the attention of the recipient individuals.

ATHENS Personal Username (or local login ID if applicable) _____

Surname _____ First name _____ Title _____

Signed _____ Date _____

Once completed, please send this form to your Digimap Site Representative and a copy to EDINA:
EDINA, University of Edinburgh, Causewayside House, 160 Causewayside, Edinburgh, EH9 1PR