



Integrated
Cadastral
Information
Society

ICIS Data Policies

Revision History

Revision	Date of Issue	Author(s)	Brief Description of Change
1a	October 29, 2009	Membership Committee	<ul style="list-style-type: none">Document created in draft form. The content was reviewed by the Membership Committee on October 8, 2009.
1b	November 25, 2009	Executive Committee	<ul style="list-style-type: none">Comments from Dan Shannon were incorporated.
1b	December 15, 2009	Executive Committee	<ul style="list-style-type: none">Reviewed and approved by the Executive Committee.
2	May 17, 2011	Executive Committee	<ul style="list-style-type: none">Minor modifications to align with Constitution, DSLA, and Membership Policy.

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1 Datastore Access Policy

The Datastore Access Policy is referenced in the Data Sharing License Agreement (DSLAs) General Terms and Conditions.

Access to ICIS Datastore is provided three ways:

- i. Electronic access to or provision of contributed data is implied in all DSLAs and agreements.*
- ii. The data that ICIS makes available to ICIS members is accessed through a User identifier (User ID) created by ICIS staff for member or other parties as described by the ICIS DSLA, agreements, policies, Constitution and Bylaws. The DSLA or agreement includes details outlining the browse and download access privileges for the members.*
- iii. The member may provide ICIS data to external consultants or suppliers for specific internal tasks and purposes from time to time. Prior to any data transfer, a signed Data Use Agreement must be in place between the two parties. The Data Use Agreement must list the specific data and use of the data in the agreement along with the terms and conditions which shall align with the member's signed ICIS DSLA.*

1.1 Security Access

ICIS will ensure policies and procedures are in place that protect access to the Database. Only ICIS members, their designated staff, or contractors may access the core or value added database.

ICIS members are responsible to ensure that all ICIS access IDs and passwords issued to them are utilized and maintained in compliance to the member's DSLA.

2 Error Reporting Policy

The Error Reporting Policy is referenced in the Data Sharing License Agreement (DSLAs) General Terms and Conditions.

The Error Reporting Policy defines that if any member or User gaining access to ICIS data finds an error with the ICIS data, it is requested that the User let ICIS and the Contributor of the data know of the error found. There is no obligation on the part of the Contributor or ICIS to fix the error in the data in a specific timeframe, but it is requested that the error be fixed in the next data submission from the Contributor.

3 Datastore Contribution Policy

The Datastore Contribution Policy is referenced in the Data Sharing License Agreement (DSLAs) General Terms and Conditions.

Members are requested to update their submitted data on a quarterly basis as a minimum. Improvements in the frequency of contributed data may be expected over time. Members are encouraged to understand they are generally committed to improving the quality and currency of their data. Other members have a right to expect any member to demonstrate a plan, milestones or a statement for improvements in the quality of their data over time.

Complete Datastore contribution obligations are defined in the member's DSLA.

It is requested that members adhere to technical format and specifications for submitted data, as published or made available by ICIS.

Individual agreements may specify particular technology, User IDs, copied sets of data, distributed or centralized Datastores, and other methods by which contributed data is made available to the ICIS Datastore.

4 Data Sharing and Licensing Agreement

4.1 Purpose

The purpose of policies regarding the DSLA is to ensure consistency of practice and clarity of communication regarding legal commitments and responsibilities of potential members, and clarity regarding the authorization for DSLAs within the Society.

4.2 Review and Approval Process

All DSLAs are required to follow the Membership Committee approval process. All DSLAs require signatures by the member and the President of the Society.

DSLAs containing special terms or conditions must be reviewed and approved by the Membership Committee and the President prior to signing. Special terms and conditions may require review from legal counsel prior to signing. DSLAs containing special terms or conditions will be periodically reviewed by the Membership Committee to ensure general consistency.

4.3 Exceptions

Some effort will be given to recognizing exceptional circumstances where certain sections of the DSLA referring to time constraints for correcting data and liability exclusions may be negotiated. These exceptions will be reviewed by the Membership Committee and follow the Membership Committee approval process.

4.4 Compliance with the Data Sharing and Licensing Agreement

ICIS members will adhere to the terms and conditions of the DSLA including controlling access, and not sharing or selling ICIS data.

5 Data Use Agreements

The ICIS members may request a Data Use Agreement to be established between one of their external consultants and ICIS for the purpose of accessing ICIS data for the member's benefit. Data Use Agreements ensure consistency of practice and clarity of communication regarding legal commitments and responsibilities of consultant accessing ICIS data under the Data Use Agreement, and the responsibilities of the member signed the Data Use Agreement. The member is responsible for all actions of the consultant.

Requests for Data Use Agreements shall adhere to the current ICIS policies and approval processes, and be aligned with the goals, objectives and vision of the Society.

Data Use Agreements shall remain consistent with the DSLA and compliance with the Terms and Conditions.

Data Use Agreements may have some restrictions on the access to certain data layers. These restrictions will be defined in the agreement. Utility data is only available upon approved request from the individual organizations.

All Data Use Agreements shall have a termination date at which time all User IDs will be deactivated. ICIS will issue a time-sensitive username and password to Consultants who are engaged by members with the successful submission of a signed Data Use Agreement.