

Queensland Spatial Information Infrastructure Strategy

STANDARD

4

Custodianship

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A Queensland Spatial Information Infrastructure Council Publication



**Queensland
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Related Documents:

Guideline for elements required in service charters, QSIIC, May 2000
Metadata guidelines, ANZLIC the Spatial Information Council, July 1996
QSIIS Business Environment, Values and Key Principles, QSIIC, 1998
QSIIS Standard Framework of License Agreements – under development

References:

Custodianship Information Management Standard, Department Natural Resources, March 2000
Guidelines for Custodianship, ANZLIC the Spatial Information Council, April 1998
Policies for the management of information within government, Information Standard 24, Department of Communication, Information, Local Government, Planning and Sport, January 1999.

Development of Standard:

This standard was developed by a working party of the QSIIC Data Committee consisting of representatives of state and local government and private sector representatives of the Queensland Spatial Information Industry Group.

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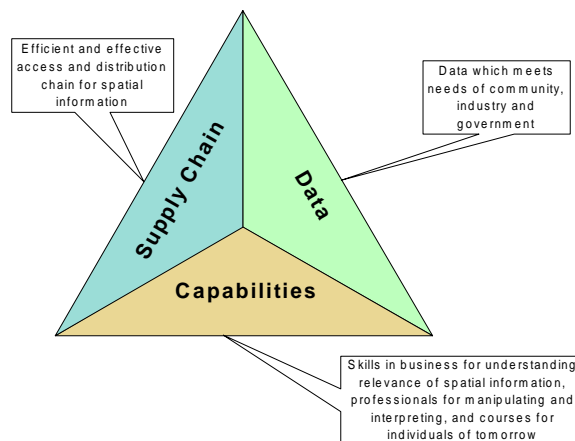
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Foreword

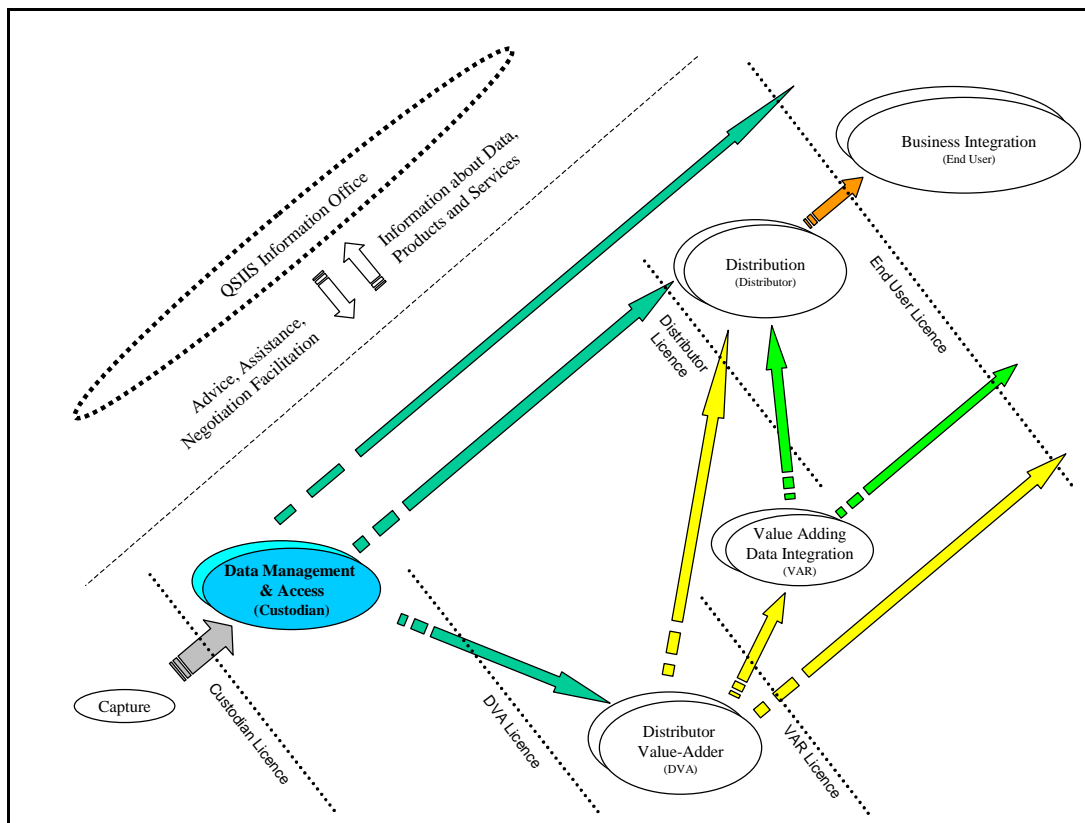
People wanting to use spatial information often find that it can be difficult to locate, is hard to access and may not be in a form suitable for their purpose. To make improvements in how this information can be used, a range of issues must be addressed. The Queensland Spatial Information Infrastructure Strategy (QSIS) is the mechanism being used to tackle these issues. The strategy is being progressed through cooperation between all spheres of government and the private sector.

QSIS focuses on ensuring accessibility to and promotion of the relevance of spatial information so that individuals and organisations can use it to enhance the way they do business, government or community work.

The strategy has a three-pronged approach. The combination of these three areas forms the spatial information infrastructure – a framework to focus activities that will improve use and access to spatial information.



In the spatial information supply chain there are multiple roles. One of these is a custodian.



This Custodianship Standard is designed to assist in making the spatial information supply chain in Queensland operate more effectively, by clarifying obligations of a custodian organisation.

Purpose and Scope

The purpose of this standard is to describe the obligations of an organisation that accepts a custodian role for a dataset within the Queensland Spatial Information Infrastructure Strategy initiative.

Data and information are valuable assets of all organisations. The standard is designed to be used by government, private sector, academia, or community groups. The standard recognises that custodians may have other standards to comply with, in particular state government agencies requirement to comply with Information Standard 24. This custodianship standard is consistent with Information Standard 24. The implementation of the standard will enhance consumer confidence through knowing practices are in place to manage datasets.

It is intended that the standard be applied to datasets for which open access is available for the Queensland community. Other custodians may elect to implement the standard in their own organisations.

The standard recognises that multiple occurrences of “like” datasets do occur and therefore multiple custodians, particularly in the private sector may exist. This results in the standard focussing on the principles of custodianship and the duties for which a custodial organisation is accountable. The characteristics of the individual dataset itself remain the responsibility of the custodial organisation and will be described in the metadata of the dataset.

It is envisaged that the implementation of this standard will better enable the availability of and access to data and information for the benefit of the community. Implementation will also facilitate a better understanding of the comprehensiveness, consistency and quality of the data.

The introduction and adherence to this standard will assist in the compilation of national and/or regional datasets in support of the Australian Spatial Data Infrastructure (ASDI) involving Queensland datasets.

Supporting Policy

The Queensland Spatial Information Infrastructure Council has a published policy on custodianship. This standard is designed to support that policy.

Recognising spatial data is a valuable community asset and in order to provide consumer confidence, the Queensland Spatial Information Infrastructure Council recognises sound custodial practices as a necessary part of the spatial supply chain.

Principles

Custodianship consists of a number of important, interdependent characteristics. These characteristics are reflected in seven principles.

Principle 1 – Community benefit

Custodians recognise the social, ecological and economic benefits to Queensland of the dataset for which they are responsible.

The use of spatial information will often help individuals or organisations plan for the future and make better decisions. When the community uses information already collected, it may save significant time and money resulting in encouraging the wider use of spatial information. These benefits are apparent in social, ecological or economic areas, often in combinations.

Principle 2 – Access

Custodians ensure that the dataset they are responsible for is made available with the widest possible access, recognising legal and commercial parameters.

Recognising the community benefits that can result from availability of datasets, custodians need to carefully consider any legal and commercial parameters that need to be observed in providing access. These may include intellectual property rights, privacy, security or commercial advantage limitations. Custodians however, are only responsible for their data as it is supplied, not what happens to it afterwards.

Principle 3 – Accountability

Custodians are accountable for the dataset, even when they delegate or outsource the function.

Custodianship brings with it responsibilities. A key aspect of custodianship is that a custodian is always accountable, even when they outsource or delegate functions. The custodian must ensure that through any delegation or outsourcing its full responsibilities can be met. The act of delegation or outsourcing must be by formal written agreement to ensure clarity of outcome.

Principle 4 – Disclosure

Custodians declare the standard / specification to which the dataset is being maintained, through the provision of accurate and comprehensive metadata.

Custodians have a responsibility to inform potential users about the standard / specification to which the dataset is being maintained. Where the specification is one developed in the organisation, this will involve publication of the specification. Standards / specifications relate to the collection, management and provision of the dataset and cover aspects such as accuracy, quality, format and structure of the dataset. It is expected that custodians will provide this information through full and frank disclosure of accurate and comprehensive metadata.

Principle 5 – Maintenance

Custodians maintain the dataset on a regular and ongoing basis and publish plans for maintenance and/or improvement.

Custodianship involves a responsibility for ongoing maintenance of the dataset to a standard / specification. The process for maintaining the dataset needs to be available to the users to provide clarity for the future use of the data. This must include plans for maintenance to the current standard / specification, as well as plans to improve or enhance the product. A key aspect of this principle is to ensure that over time, the dataset is not degraded through lack of attention.

Principle 6 – Substantiation

Custodians can substantiate the sources of data entities to ensure their compliance with the disclosed dataset standard / specification.

Custodians must be able to prove that the data entities they are using in datasets are able to be used (eg. they have authority to use from the holder of the intellectual property rights). Custodians must also be able to substantiate that the quality of individual data entities do not compromise the standard / specification of the dataset as a whole.

Principle 7 – Self-Assessment

Custodians will undertake self-assessment for a defined dataset.

The emphasis of self-assessment is to ensure custodians are undertaking duties befitting an organisation collecting, managing and providing datasets. It also recognises that there could be multiple custodians for "like" datasets and that it is inappropriate for QSIC to judge the quality of the dataset.

Duties

Sound custodial practices require that a custodian is accountable for a range of activities. These duties include informing clients, maintaining and providing the data. The custodian will recognise the need for effective interfaces with other organisations involved in the supply chain described in the QSIIS Business Environment. Such roles include capture, data management and access, distribution, value-adding and data integration.

Informing clients

- Publish a service charter that is consistent with the QSIIS Service Charter Guidelines.
- Provide metadata for the dataset to a recognised Australian Spatial Data Directory (ASDD) node and re-validate annually.
- Publish the standard / specification to which the data complies, and where the custodian has determined the specification, publish full details of that specification.
- Publish a maintenance / improvement plan for the dataset.
- Provide licensing and pricing information.

Dataset maintenance

- Maintain the dataset to the standard / specification published.
- Maintain metadata for the dataset in accordance with the ANZLIC metadata guidelines including full and frank quality statements regarding source, reliability, accuracy, completeness and currency.
- Undertake regular integrity checks of the current version of the dataset to ensure that the dataset has not been modified without authorisation, or accidentally corrupted.
- Ensure an archiving regime is implemented.

Provision of dataset

- Use licence agreements consistent with the QSIIS standard framework of licence agreements where possible as it relates to the business of obtaining data entities and providing datasets.
- Provide metadata with the dataset at the time of supply.
- Provide an appropriate level of security mechanism to protect the dataset and privacy of any personal data from unauthorised access or modification, or accidental loss or corruption.
- Provide the dataset on a non-exclusive basis.
- Facilitate access by clients and ensure there are appropriate access control mechanisms in place.
- Ensure that all rights needed for the dataset distribution have been obtained, including intellectual property rights.

Definitions

Attribute

A characteristic inherent in a data entity or associated with that data entity.

Authoritative Source

Custodian and/or authorised supplier.

Authorised Supplier

An organisation authorised under a contractual arrangement by the owner to supply the dataset sourced from the custodian.

Community

Any single or group of individuals and/or organisations present or future who benefit from the use of spatial information.

Custodian

An organisation accepting the obligations for the collection, maintenance and provision of a dataset in accordance with a specified standard or specification. A custodian may also be the owner.

Data

The representation of facts, concepts or instructions in a formalised manner suitable for communication, interpretation, or processing by human or automatic means.

Dataset

A collection of one or more related data entities which may be represented digitally or non-digitally.

Data Entity

Any object or event about which an organisation wishes to maintain information. The characteristics or description applying to a data entity are its attributes.

Intellectual Property Rights

Intellectual property rights means all copyright, patent applications rights, patent rights, design rights, database rights, trade mark rights (whether registered or unregistered), trade secrets and confidential information, all know-how, and all other rights of intellectual property.

Metadata

Information that describes the content, quality, condition and other appropriate characteristics of the data.

Organisation

A community group, private sector business entity, or government or quasi government agency.

Owner

An organisation owning the intellectual property rights for the dataset. A state government department is the Owner on behalf of the State of Queensland.

Specification

A description of the dataset published by the custodian including accuracy, format, quality and structure.

Standard

A standard published by a recognised international, national or state body.

User

An organisation or person receiving the dataset as an integral part of a product or service for own use but not for resale.