

Approved CAC Data Management Policy

1. Introduction

This policy is intended to guide decisions and actions of the Canadian Avalanche Centre (CAC) personnel, Board of Directors and Committees regarding the collection, use, access, and distribution of electronic datasets owned, managed, maintained or used by the CAC.

2. Scope

This policy applies to all electronic datasets owned, managed, maintained or used by the CAC.

3. Definitions

- 3.1. **Public data** – information in CAC datasets which has been specified as being “for public use” or intended for public benefit when it is collected, or has been previously and legally distributed through the news media, or has been previously made available in the public domain.
- 3.2. **Proprietary data** – information in CAC datasets that the CAC holds unencumbered intellectual property rights to.
- 3.3. **Personal data** – information about an identifiable individual, other than the name, title, business address or telephone number of an employee of an organization. Management of personal data falls under PIPA (Personal Information Privacy Act) in BC and AB, and under PIPEDA (Personal Information Protection and Electronic Documents Act) federally.
- 3.4. **Sensitive data** – information that, at the time of its collection or receipt is identified in writing as being confidential, restricted or private. At the present time the CAC does not anticipate collection or ownership of sensitive data, but it is possible as circumstances change in the future. The CAC may be permitted use of sensitive data owned by a third party, under license or other restrictive covenant.

4. Guiding Principles

- 4.1. The CAC will collect and manage data to support the purposes and activities of the CAC.
- 4.2. To ensure the future utility of CAC data sets, the CAC will strive to develop datasets that are Public or Proprietary.
- 4.3. CAC data will be administered in accordance with the objectives stated in the approved Intellectual Property Policy. Should the Intellectual Property Policy and this policy document be found to be in conflict, the Board of Directors will determine which policy will take precedence.
- 4.4 All CAC datasets will be listed in Schedule 1 (attached) as being either: public, proprietary, or personal.

- 4.5 Fees for acquiring CAC data may be charged. Fees are listed on Schedule 2 (attached) and may be amended from time to time.
- 4.6 Upon request, and in consideration of the prescribed fee, the CAC will make **public data** available to third parties without consideration of the intended end use of those data by third parties.
- 4.7 Upon request, and in consideration of any prescribed fee, the CAC may make **proprietary data** available for scientific research, education, or other purposes that are compatible with the purposes of the CAC.
- 4.8 The CAC is committed to protecting the privacy of personal data gathered in the process of providing services to its members, clients and customers. All collection, use and disclosure of **personal data** managed by the CAC will be in compliance with applicable provincial and federal Privacy Acts and all other written caveats or covenants given at the time these data are collected.
- 4.9 All collection, use and disclosure of **sensitive data** managed or used by the CAC will be in compliance with all applicable contracts, terms and conditions or covenants pertaining to those sensitive data, except as otherwise required by law.

5 Data Access Procedures

- 5.1 Metadata describing the contents and accessibility of CAC datasets will be developed and made available upon request, to assist in the preparation of the data request applications.
- 5.2 Data request applications must be made in writing and should identify the specific data being requested.
- 5.3 Prior to any CAC data being released, a written contract defining all data security requirements, ownership, copyright and credit issues, disclaimers, fees, and all other applicable terms and conditions will be in place.
- 5.4 The CAC Operations Manager may authorize the preparation and release of **public data**.
- 5.5 If **proprietary data** is being requested, the applicant must clearly specify all intended uses for the data, how data security will be maintained, and how all associated intellectual property issues will be managed. The CAC Executive Director may authorize the preparation and release of any proprietary data.
- 5.6 The CAC Board of Directors may authorize the preparation and release of **personal data**, and this release must be in compliance with applicable provincial and federal Privacy Acts and all other written caveats or covenants given at the time these data are collected.
- 5.7 If **sensitive data** is being requested, the applicant must clearly specify all intended uses for the data, how data security will be maintained, and how all associated intellectual property issues will be managed.

- 5.8 The CAC Board of Directors may authorize the preparation and release of **sensitive data**.
- 5.9 With written approval from the Board of Directors, the CAC staff will manage the process of obtaining written consents for use of the sensitive data being requested, and will produce and supply the applicant with only those data for which the required written consents have been obtained.
- 5.10 If release of **sensitive data** is required by law, Sections 5.7, 5.8 and 5.9 of this policy do not apply. The CAC Executive Director will comply with all legal requirements for the required release of **sensitive data**, and will immediately notify the CAC Board of Directors of the details of the situation.

Approved by BOD motion February 13, 2006

Schedule 1 – Listing of CAC Datasets

CAC Public Datasets

- CAC archived information, public bulletins, advisories and warnings
- Partner archived information, public bulletins, advisories and warnings
- Contents of website “Discussion Boards”
- Others as may be developed from time to time

CAC Proprietary Datasets

- Observers inputs
- Canadian Avalanche Accident Database
- Results of surveys, studies, analyses conducted by or for the CAC.
- Inventories
- CAC financial and operational records
- Others as may be developed from time to time

CAC Personal Datasets

- Membership information
- All “user lists”
- All financial or credit information
- CAC employee information
- Others as may be developed from time to time

CAC Sensitive Datasets

- Any data or information supplied by any third party under written terms of confidentiality or other restrictive covenant.
- Others as may be developed from time to time

Schedule 2 – CAC Data Sharing Fee Schedule 2005-06

- The CAC may charge a service fee to help cover the administrative and overhead costs for collecting, producing, extracting, processing or delivering data to third parties.
- \$250 minimum flat rate for up to 2.5 hours of staff time, including discussions and negotiations to develop required contracts and other documentation required for data sharing as per the terms of this policy.
- Additional administrative or data base technician time will be charged out at \$100 / hour.
- Legal or other professional fees required to facilitate a data sharing agreement will be charged at invoiced cost plus 15%.