

OAKLAND COUNTY, MICHIGAN GEOSPATIAL DATA ACCESS, DISTRIBUTION AND USE POLICY

The following Geospatial Data Policy governs the access, distribution and use of Oakland County’s geospatial data. The policy was developed by the Department of Information Technology (IT) to assist in the administration of geospatial data for the County’s Geospatial Data Partners and Geospatial Data Consumers. Updates to this policy will be made periodically by IT and will be posted on the Oakland County website.

1.0 Geospatial Data Access, Distribution and Use

Access, distribution and use of geospatial data is regulated by the uniform process outlined in the Geospatial Data Access, Distribution and Use Decision Tree (Figure 1). The decision tree is used to identify licensing, access and use restrictions to geospatial data for geospatial data partners and geospatial data consumers.

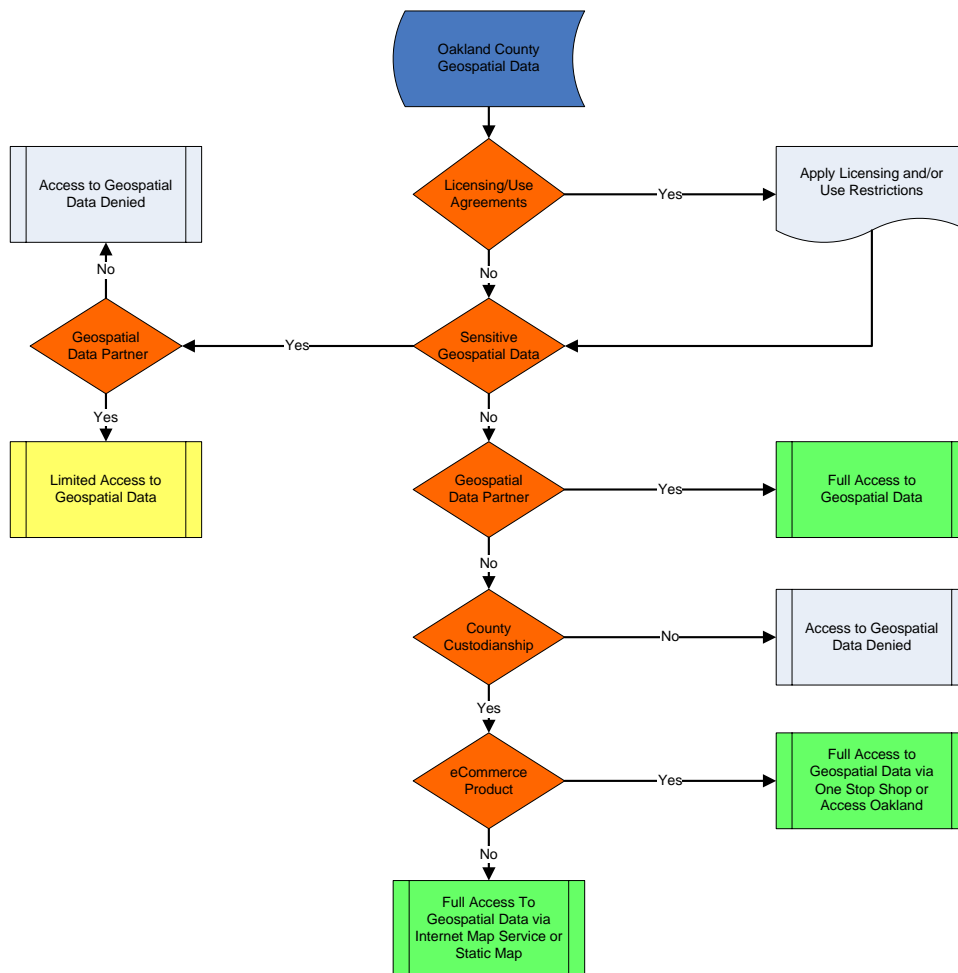


Figure 1: Geospatial Data Access, Distribution and Use Decision Tree

1.1 *Licensed Geospatial Data*

Access to geospatial data may be restricted or denied by IT because pre-existing license agreements exist. Generally, these license agreements apply to commercially provided data. All license agreements will be reviewed by Oakland County’s Corporation Counsel prior to execution.

IT maintains an inventory of existing licensed geospatial data. As new geospatial data is licensed, a determination will be made prior to the publication of the data and the inventory will be updated.

1.2 *Sensitive Geospatial Data*

Access to geospatial data will be restricted or denied by IT if the requested information is deemed sensitive. The following criteria are used to determine if geospatial data is sensitive.

1. Does the geospatial data contain information that would uniquely identify certain people, putting them at risk?
2. Does the geospatial data contain information that would uniquely identify certain facilities, putting them at risk?
3. Is access to the geospatial data protected under current state laws, federal laws, or local resolution?
4. Do the risks of sharing the geospatial data outweigh the benefits?

Sensitive geospatial data is classified as high, medium or low to describe the degree of sensitivity based on this criterion. For example, data that uniquely identifies a vulnerable person or place and is not readily available through alternative sources may be deemed highly sensitive.

A generalized representation of sensitive geospatial data may be used to reduce the sensitivity. Generalization is classified as high, medium or low to describe the degree of abstraction of the sensitive geospatial data. Generalization may occur at the feature level or the attribute level. An example of generalization is illustrated below (Table 1).

Generalization	Feature Type	Attribution
Low	Point	123 Main St.
Medium	Line	101-199 Main St.
High	Polygon	Supervisor’s Plat

Table 1

IT maintains an inventory of existing sensitive geospatial data. As new geospatial data is developed, a determination will be made prior to the publication of the data and the inventory will be updated. Sensitive data that is

shared with geospatial data partners may carry additional use constraints identified on a case by case basis.

1.2.1 Sensitive Geospatial Data Access

Access to sensitive geospatial data will be limited to those geospatial data partners deemed appropriate by IT based on guidelines agreed upon by the data custodian. The data custodian is the agency that is responsible for producing and maintaining the geospatial data. Geospatial data partners must participate in one of the following roles to access sensitive geospatial data:

Business Partner: Participants include agencies and/or departments that provide similar services to constituents. Services provided by the participant include public safety, public health and public infrastructure. Access to data via the business partner access role supports the participant in the performance of public services and mutual aid activities.

Collaboration Partner: Participants include agencies and/or departments that collaborate to provide services to constituents. Services provided by the participant may include water, sewer or building permit management. Access to data via the collaboration partner access role supports the participant in the daily performance of public services.

General Consumer: Participants include all public and private agencies or individuals that use geospatial data for mapping, analysis and decision-making.

Access roles will regulate permissions to sensitive geospatial data via business application at the application log in and at the database level via the County's wide area network (WAN).

The relationship between sensitive geospatial data access roles, sensitivity and generalization are illustrated below (Table 2):

Access Role	Access Role Characteristics	Data Sensitivity	Data Generalization
Business Partner	Enforces the highest degree of data restriction.	High	Low
Collaboration Partner	Enforces a moderate degree of data restriction.	Medium	Medium
General Consumer	Enforces the lowest degree of data restriction.	Low	High

Table 2

2.0 Geospatial Data Partners

Using a variety of technologies and delivery mechanisms, Oakland County's geospatial data is shared with a large number of partners. In some cases, geospatial data is provided via business applications or static maps on the County's website. In other cases, geospatial data is provided by direct access to the County's wide area network (WAN) or on recordable media, such as CDROM or DVD.

Partners will receive the geospatial data in its native format (ESRI geodatabase or shapefile). Other formats or custom data products may be provided by the One Stop Shop. Associated costs with the development of these formats or custom data products will be consistent with the County's Access Oakland Rate Structure.

Partners identified in Sections 2.1-2.7 of this policy will contact IT to access and use Oakland County's geospatial data.

2.1 Oakland County Departments

Participating County departments will be provided direct access to geospatial data via the County's local area network (LAN) as part of the County's enterprise GIS program. Use of the geospatial data will be limited to the performance of county functions. Requests for further access and use of geospatial data will be directed to IT.

Access to sensitive geospatial data will be limited to those County departments deemed appropriate by the data custodian via the access roles defined in Section 1.2.1 of this policy. Access to licensed geospatial data will be bound by the terms of the license agreement.

2.2 Authorized Agents of Oakland County Departments

Authorized agents (consulting firms, surrounding governmental units, not-for-profits and/or other contractual resources) will be "sponsored" by a County department and will be provided geospatial data at NO COST. Under no circumstances, will the authorized agent share and/or distribute the geospatial data to another agent without written permission from IT. If the data is to be used for public presentation or in a written publication, permission must be obtained from IT prior to the presentation or publication.

Access to sensitive geospatial data will be limited to those authorized agents deemed appropriate by the data custodian via the access roles defined in Section 1.2 of this policy. Access to licensed geospatial data will be bound by the terms of the license agreement.

2.3 Cities, Villages, and Townships (CVTs)

Direct access to geospatial data will be provided to cities, villages, and townships (CVTs) via the County's wide area network (WAN) at NO COST. However, in order to be granted direct access, the CVT must maintain the required ESRI software.

CVTs that do not have direct access will also be provided with major geospatial data, including parcels, parcel attributes, road centerlines with address ranges, orthophotography, hydrography, contours, etc at NO COST. Each dataset will be provided at a frequency that is appropriate for the rate of data maintenance. Other geospatial data not identified above will be provided upon request and at NO COST. Additional copies will be the responsibility of the CVT or can be purchased at the One Stop Shop.

In all cases, the geospatial data will be provided to a designated point of contact in each CVT and the use will be limited to the performance of CVT functions. Requests for further access and use of geospatial data will be directed to IT.

Access to sensitive geospatial data will be limited to those CVTs' representatives deemed appropriate by the data custodian via the access roles defined in Section 1.2.1 of this policy. Access to licensed geospatial data should be bound by the terms of the license agreement.

2.4 Authorized Agents of CVTs

Authorized agents (consulting firms, not-for-profits and/or other contractual resources) will be "sponsored" by a CVT and will be provided geospatial data at NO COST. Under no circumstances, will the authorized agent share and/or distribute the geospatial data to another agent without written permission from the appropriate CVT or IT. If the data is to be used for public presentation or in a written publication, permission must be obtained from the CVT and IT prior to the presentation.

Access to sensitive geospatial data will be limited to those authorized agents deemed appropriate by the data custodian via the access roles defined in Section 1.2 of this policy. Access to licensed geospatial data will be bound by the terms of the license agreement.

2.5 State Government, Federal Government and Regional Agencies

State government, federal government and regional agencies (SEMCOG, RCOC, Oakland Schools, etc.) will be provided geospatial data at NO COST upon execution of an Interlocal Agreement. Use will be limited to the performance of state government, federal government and regional agency functions. Individual

terms and conditions will be set forth in the signed Agreement. Under no circumstances, will the state government, federal government or regional agency share and/or distribute the geospatial data to another agent without written permission from IT. If the data is to be used for public presentation or in a written publication, permission must be obtained from IT prior to the presentation.

Access to sensitive geospatial data will be limited to those state governments, federal governments and regional agencies deemed appropriate by the data custodian via the access roles defined in Section 1.2 of this policy. Access to licensed geospatial data will be bound by the terms of the license agreement.

2.6 Academic Institutions

Academic institutions will be provided geospatial data at NO COST upon execution of an Interlocal Agreement. Use will be limited to educational curriculums, student projects and research. Individual terms and conditions will be set forth in the signed Interagency Agreement. Contract work done by academic institutions is not permitted under this section of the Policy. Under no circumstances, will the academic institution share and/or distribute the geospatial data to another agent without written permission from IT. If the data is to be used for public presentation or in a written publication, permission must be obtained from IT prior to the presentation or publication.

Access to sensitive geospatial data will be limited to those academic institutions deemed appropriate by the data custodian via the access roles defined in Section 1.2 of this policy. Access to licensed geospatial data will be bound by the terms of the license agreement.

2.7 Students

Students will be provided geospatial data at NO COST. Access to this data will be limited to a project area. Under no circumstances, will the student share and/or distribute the geospatial data without written permission from IT. Students will be obligated to share the results of their research and/or written work with IT.

Access to sensitive geospatial data will be limited to those students deemed appropriate by the data custodian via the access roles defined in Section 1.2 of this policy. Access to licensed geospatial data will be bound by the terms of the license agreement.

3.0 Geospatial Data Consumers

Geospatial data consumers not identified specifically under this policy will obtain geospatial data via the County's One Stop Shop or the Access Oakland website. The geospatial data use will be subject to the terms and conditions within the

County's Access Oakland User Agreement. Applicable costs will be consistent with the County's Access Oakland Rate Structure.