

Appendix H. Data Sharing Policy

NOTE: The following is the proposed Data Sharing Policy of the MMC for MMHMAP.

Data Access and Sharing Policy

Version	Date	Contributors	Remarks
0.1.0	2016-11-18	S. Simmons, J., Adams, T. Rowles, F. Gulland, F. Gayanilo	original draft document
0.1.1	2017-01-30	S. Simmons	Minor edits for proofing
0.2.0	2017-02-01	S. Simmons	Mark up during Exec Com call on 1 st Feb

Purpose:

Define data access and sharing policies as the information system is actively designed and developed that agrees with NOAA policies and community practices.

The Policy

The *Marine Mammal Health Monitoring and Analysis Platform* (hereafter will be referred to as *HealthMAP*) is in consonance with the USA government mandate on open data policy¹ and compliance to *NAO 212-15 on Management of Environmental Data and Information*². All publicly accessible data in *HealthMAP* may be used or distributed widely in any medium or format, and transform and build for any purpose without restrictions. Data users are encouraged to attribute the data source to *HealthMAP*. The recommended data citation, when applicable, accompanies the downloaded data.

NOAA Administrative Order 212-15² allows the *HealthMAP* to apply constraints to some data mutually agreed upon by the data provider and *HealthMAP*. *HealthMAP* will maintain four levels of data access (see table below):

Level 1 (Public): Summary data of an incident that identifies the species, date, location, data provider, a summary of the health condition, and selected images. Federally funded data that were withheld to the public regardless of its status, will be made available to the public a year after it was collected.

Level 2 (Research/Collaborators): The same as Level 1 but also, full read-write access to data submitted. Registered data providers and diplomats from where the data emanated will be given a Level 2 access to the repository. When applicable, read-only data will be anonymized.

¹ <https://www.whitehouse.gov/sites/default/files/omb/memoranda/2013/m-13-13.pdf>

² http://www.corporateservices.noaa.gov/ames/administrative_orders/chapter_212/212-15.pdf

Level 3 (Full access): Full read access to all records in the repository. In rare occasions, in the event of an emergency, responders from all agencies will be provided a temporary Level 3 access to the repository until such time that the emergency has been lifted.

Level 4 (Administrative): Administrative access to the repository and full read-write access to all records in the repository without restrictions.

Comparing the capabilities

<i>Data Access</i>	<i>Designation</i>	<i>Capabilities</i>				
		<i>read Level A</i>	<i>edit/add Level A</i>	<i>read non-Level A</i>	<i>edit/add non-Level A</i>	<i>Initialize DB and manage users</i>
Level 1	Public	●				
Level 2	Researchers/ Collaborators	●	○ ¹	○ ¹	○ ¹	
Level 3	Full Access	●	● ²	●	● ²	
Level 4	Administrative	●	●	●	●	●

¹ Limit to only data they own

² Emergency responders are not able to edit/add data

All data submitted to *HealthMAP* are validated and evaluated to determine access protocols, such as anonymizing the data before it is posted on the repository. Regardless of restrictions made during data submission, all data with restrictions will be made available for full access (level 3 – or level 2 if we switch) one year after it was reported and recorded in the repository.

HealthMAP also reserves the right to change the status and restrictions of any record in the repository without notice.

Document Change Policy

This document is continually reviewed to remain in compliance with organizational goals and policies. *HealthMAP* reserves the right to update and post updated version of this document on a public-facing site without notice.