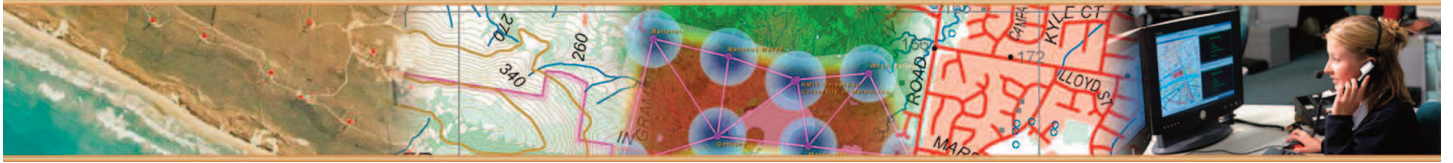


Spatial Data Custodianship



Legal FAQ

What contracts do my organisation and the users of my dataset sign?

The **Custodianship Agreement** is signed once. Signatories are the Secretary of a Government Department, Company Director/GM/CEO. It is signed by the Secretary of the Department of Sustainability and Environment or his delegate as the body responsible for the implementation of the Victorian Spatial Information Strategy.

This is an umbrella agreement that documents the general responsibilities of the Custodian with regard to collection, update and distribution of datasets. Each named dataset has a **schedule** and additional schedules can be added later under the same agreement.

Your organisation, as Custodian, defines the level of accuracy you will maintain, access restrictions, how you will distribute each dataset and how often you will release an updated version. This is documented in the Metadata, that is written by the Custodial Officer after the Custodianship Agreement is signed and before the dataset is published in the Victorian Spatial Data Directory (and in future the Spatial Datamart). The **Custodial Officer** is the person who ensures the dataset is documented, maintained and distributed according to the agreed standards.

A **Data Access License Agreement (DALA)** is signed by each user (or user organisation) of each dataset. It includes a Disclaimer. A template agreement is available. The DALA may be signed online. This option is particularly useful if you are allowing users to download your dataset as it reduces the workload on Legal and Custodial Officers.

How long does the Custodianship Agreement last?

The Custodianship Agreement is reviewed after two years or sooner if required by either party.

Can we modify the agreements?

The Custodianship Agreement is a standard single page document. It has schedules attached for each dataset which are tailored to your organisation.

The **License Agreement/Disclaimer** for Foundation datasets should ideally be kept standard for clarity across the programme. If you are licensing just one user such as the DSE or you are licensing restricted datasets then you may change the template to suit the particular circumstances.