



Province of the
EASTERN CAPE
REPUBLIC OF SOUTH AFRICA

SPATIAL DATA DISTRIBUTION POLICY

(Draft - ver 2.02)

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PURPOSE

The aim of this policy is to provide guidelines for the effective distribution and usage of spatial information in the Eastern Cape Province.

BACKGROUND

The Spatial Information Management Unit (SIMU), located within the Office of the Premier has a legal mandate of ensuring that all government owned spatial data are properly coordinated, maintained, managed and distributed. This unit must ensure that provincial data standards are developed and implemented.

The sharing of spatial data has not been fully realized in this province and this has given rise to duplication in terms of data collection and distribution. Legislation such as the Promotion of Access to Information, 2000 (Act 2 of 2000), Spatial Data Infrastructure Act and the Data Custodian Policy has assisted in prevention of such duplication. The SIMU supports legislation such as these which requires all departments and other public sector entities to provide information and copies of records on a non-profit basis.

COPYRIGHT AND OWNERSHIP

“Spatial information products and services originating from within the public sector are protected in terms of Copyright Act, 1978 (Act 98 of 1978). All public sector entities enjoy unhindered use of the spatial information products and services of other public entities without a need for further permission to copy in terms of that copyright.

The SIMU cannot provide access or distribute data which has copyright restriction from the data custodian as it has to abide by the copyright agreement between the SIMU and the data custodian. In such cases the requester will be referred to the data custodian.

THIRD PARTIES

The data that the SIMU distributes has been classified by the data custodian as public data, however, this data should not be sent to any third party by the licensee. Should the licensee be contacted by any third party requester in connection with obtaining the data, the licensee is to direct that requester to the SIMU.

DATA CORRECTIONS AND UPDATES

Any discrepancies with any datasets distributed should be brought to the SIMU's attention. Should the licensee be required to make changes to the dataset, written permission to do so is necessary by the data custodian. Both the corrected dataset and the updated metadata must be returned to the SIMU in the same format as the original dataset and metadata copy.

An agreement of data currency will be signed, on a quarterly basis, between the SIMU and the data custodians to ensure the datasets on the Provincial Spatial Database (PSDB) are the most up-to-date and the most accurate datasets available.

LIMIT OF LIABILITY

The Office of the Premier shall not be liable for any loss or damages suffered by users as a result of any inaccuracy in the service or data supplied, any interruption in access

or supply or change in service levels or any failure on the part of the Office of the Premier to supply the service timeously or at all. Users acknowledge that the Office of the Premier will have no control over the use made of any data supplied in terms hereof. The user waives all claims against the Office of the Premier for any loss or damage suffered by users and indemnifies the Office of the Premier against any claim by any other person arising from incorporation of the data in any plan, design or other work, or from reliance upon the completeness or accuracy of the data for any purpose whatsoever.

The data remains the sole property of the Data Custodian and may only be used for the purposes of the project for which it was initially requested for, with the prior written approval from the Data Custodian.

DATA REQUEST

Requests for data will be accepted by the SIMU in any of the following methods:

- | | |
|------------|--|
| Fax | - 040-609 3021 |
| E-mail | - pgito.gis@otp.ecprov.gov.za |
| Website | - http://gis.ecprov.gov.za |
| Mail | - Private Bag X0047
Bisho
5605 |
| Personally | - First Floor Indwe House
Room 111
Independence Ave
Bisho |

The requester will need to acknowledge the terms and conditions of the use of the data set out in this policy (See Annexure 1 for the license agreement signature page).

Please note, those requesters that are non-governmental will need to submit a proof of appointment (letter of appointment) by a department for the use of the data. The data will only be allowed to be used for the requested project. Should the requester require the data to be used for another project, they will need to resubmit a request for the reuse of the data again. Should there be an update of the data during the interim, the new dataset(s) will be issued.

METHODS OF DISTRIBUTION

The dataset/s will be distributed in the following methods:

- CD-ROM/DVD-ROM (requester may need to supply these)
- External Hard drive (supplied by the requester)
- e-mail
- internet download (<http>)

Please note that the preferred method of distribution is dependant on the quantity (file size) of data requested.

The vector dataset/s can be distributed in the following formats:

- Shapefile
- Personal Geodatabase

- XML (exported from and to ArcSDE)
- DXF

The layer files (.lyr) can also be distributed by request.

(Please note that the layer file will be in accordance with the data standards policy)

The metadata file will be exported as an XML file format.

The raster dataset/s will be distributed in the following formats (depending on the images current format used by the SIMU):

- TIFF
- GeoTIFF
- SID
- JPG
- JPG2000

Maps can also be created and exported in the following formats:

- Paper (A4, A3, A2, A1, A0,...)
- PDF
- JPG
- TIFF
- EMF
- GIF
- PNG

DEFINITIONS

Data custodian

- An independent contractor or person engaged in the exercise of a public power or performance of a public function, which captures, maintains, manages, integrates, distributes or uses spatial information;

Spatial Information Management Unit (SIMU)

- The unit within the Office of the Premier (Eastern Cape) which deals with spatial information within the province.

Spatial Data/Spatial Information

- Information about spatial objects or features and their attributes

Vector Dataset

- An abstraction of the real world where positional data is represented in the form of co-ordinates. In the vector data the basic units of spatial information are points, lines and polygons.

Raster Dataset

- An abstraction of the real world where spatial data is expressed as a matrix of cells or pixels, with spatial position implicit in the ordering of the pixels.

The Spatial Information Management Unit (SIMU)

- A unit within the Office of the Premier (Eastern Cape)

Provincial Spatial Database (PSDB)

- A database which stores all relevant provincial spatial data. It is stored in a Microsoft SQL database and uses ESRI's ArcSDE technologies.

Data Custodian

- Organ of state or an independent contractor or person engaged in the exercise of a public power or performance of a public function, which captures, maintains, manages, integrates, distributes or uses spatial information.

Requester

- The person/organisation requesting data.

Licensee

- The person/organisation who is in possession of the requested data

Metadata

- A description of the content, quality, condition and other characteristics of spatial information (data about data).

Promotion of Access to Information, 2000 (Act2 of 2000)

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Spatial Data Infrastructure Act

- The South African Spatial Data Infrastructure has been established as the national technical, institutional and policy framework to facilitated the capture, management, maintenance, integration, distribution and use of spatial information

Data Custodian Policy

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I have read and agree to the terms and conditions, set out by the Office of the Premier's Spatial Information Management Unit (SIMU), regarding the Policy for Spatial Data Distribution.

Name:
Organisation:
Address:
.....
Telephone:
E-mail:
Signature:
Date:

***Please fill this form and fax this sheet back to:
040-609 3021***