



Policy:	5.8.1
Approved By:	Trust Council
Approval Date:	March 10, 2005
Amendment Date(s):	
Policy Holder:	Director of Administrative Services

DIGITAL INFORMATION DISTRIBUTION POLICY

Purpose

To outline the conditions associated with the distribution of digital mapping information.

A. Definitions

n/a

B. Policy

1. The *B.C. Freedom of Information and Protection of Privacy Act* and Bylaw No. 409 will be considered an integral part of this policy and will govern the release of mapping and digital information.
2. Digital data that is produced and managed by the Islands Trust will be available without a fee structure if it is in a format ready for transfer.
3. Examination, inspection and copying of information will be restricted to regular business hours and may only be conducted by designated employees of the Islands Trust.
4. Requests that require substantial amounts of work will be completed as resources permit and there may be costs involved for time spent. If there are costs involved, mapping staff will provide customers with a cost, or estimated cost, for services and products. Requested data or products will not be released until full payment is received or method of payment is agreed on.
5. All parties obtaining digital data from the Islands Trust must enter into a Limited Use Agreement and sign a Disclaimer of Responsibility.

C. Procedure

1. Requests for digital geographic information system (GIS) data will be sent to the Islands Trust Mapping Department.
2. Requesting parties will sign and return to the Islands Trust a Limited Use Agreement and Disclaimer of Responsibility.

D. Legislated References

n/a

E. Links to Supporting Forms, Documents, Websites, Related Policies and Procedures

n/a