

Access Limitations to Sensitive Data from CoRIS

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Preface

There are some situations that may require a Principal Investigator (PI) to limit access to data collected in the field, such as when the dissemination of those data could be used to the detriment of the resource being studied or described. It is the decision of the PI to identify 'sensitive data' to which access should be limited. The CRCP Senior Management Council (SMC) will make the final determination of whether to limit access to specific data and/or information products, based on PI recommendations.

This document outlines a process for limiting access to NOAA coral-related data that are designated 'sensitive data', defines criteria for making this designation and defines access levels to ensure that sensitive coral-related data are not made publicly available on the CoRIS Web site.

Process

When a PI decides that a data collection, product, or other information are 'sensitive data' and that access to the data or product should be limited, the PI should notify the CoRIS team with details about the limited-access data.

The CoRIS Project Lead (or designee) will review the request for completeness and forward all requests received to the CRCP Senior Management Council once each quarter. The CRCP Senior Management Council will review all requests for limiting access, and then advise the PI and CoRIS of their decision. The default expiration of access limitations is **2 years**, although the SMC may determine that access to a specific data collection or product may require a different expiration of access limitations, based on the characteristics of the data or product and in consultation with the PI.

If there is an expectation that access limitations on the data/product will change, the PI should indicate when that change will occur. CoRIS will notify the PI when the access status is due to expire and request that the PI either 1) recommend to the Senior Management Council a change in access limitations *or* 2) request an extension of the current access limitations from the Senior Management Council.

CoRIS will remove access limitations only upon authorization by the CRCP Senior Management Council. CoRIS will report annually to the CRCP on data that have access limitations.

As designated in NOAA Administrative Order 216-101, data and accompanying metadata collected with CRCP funding are expected to be archived at the appropriate NOAA National Data Center (NNDC), regardless of any access limitations that are placed on those data. Each NNDC has mechanisms in place to ensure that data are archived, but not released to the public. CoRIS staff will coordinate with NNDC staff as needed to identify access limitations for archived data.

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Limited Access to Data Request Sequence

- Principal Investigator (PI) prepares request for limiting access to CoRIS
 - Request includes the following identification information:
 - Request date
 - PI Name
 - PI Organization
 - PI contact information
 - Project Name
 - Project ID number
 - Dataset Identification
- PI chooses criteria for designating sensitive data (listed below)
- PI chooses type of access limitations (listed below)
- PI provides time frame of future changes
 - specific change date or end date, default is **2 years**
- CoRIS forwards request from PI to CRCP Senior Management Council at the end of each quarter for review and approval
- CRCP SMC notifies PI and CoRIS of decision regarding limiting access to data
- CoRIS coordinates content of metadata with PI to ensure that distribution information accurately reflects access limitations
- CoRIS coordinates with appropriate NNDC to ensure that access to archived data are limited in accordance with CRCP decision
- CoRIS provides annual report to the CRCP about sensitive (limited access) data, including
 - PI name, Project ID and Project Name of data with access limitations
 - Planned date of change in access restrictions (date of SMC decision + 2 years)

Criteria for Designating Sensitive Data

- Living Natural Resources
 - Location or abundance of reef organisms with current extractive uses or other commercial value (e.g., aquarium species, protected species).
- Tribal/Indigenous Cultural Resources
 - As defined in “Protecting America’s Marine Environment: A Report of the Marine Protected Areas Federal Advisory Committee on Establishing and Managing a National System of Marine Protected Areas”, June 2006, p. 6. See http://mpa.gov/fac/pdf/mpafac_report_06_05.pdf
- Archaeological Resources

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- Artifacts, ship wrecks, and other archaeological sites, including human remains. See the above reference "Protecting America's Marine Environment."
- Personally Identifiable Information (PII)
 - name, address, phone numbers, etc. recorded in sociological studies.
- Data that includes business names or other proprietary information.

Types of Data Access from CoRIS

- 1) *Metadata access only* through CoRIS: Data are held by the principal investigator; metadata are available to public on CoRIS. Data and metadata are archived, with specified access limitations, at the appropriate NOAA National Data Center (NNDC). All requests for data copies are made to the principal investigator or contact named in metadata.
- 2) *Reduced resolution data access* through CoRIS: Reduced resolution data or summary products created by the PI are available via CoRIS (e.g., date or location specificity is reduced to protect the observed resource). Full resolution data are held and distributed by the PI and archived, with specified access limitations, at the appropriate NNDC. Reduced resolution data version may be accessed directly through CoRIS metadata record. CoRIS will work with PI to ensure that metadata accurately describes both the reduced and full resolution versions of the data resource
- 3) *Metadata and data/products fully accessible* through CoRIS: CoRIS facilitates unlimited access to data and/or data products from the distribution POC listed in the metadata record. This is the default access to data and metadata from CoRIS unless limited access is requested and approved.

Note: In all cases, CoRIS will work to obtain copies of original data for long-term preservation in the appropriate NOAA National Data Center (NNDC). Access limitations information will be clearly identified to the recipient NNDC.

Note: This plan applies only within CoRIS and does not set policy within CRCP or NOAA where existing NOAA policies and Administrative Orders apply.