

Guidance for Data Security Procedures

NatureServe Canada Data Security Working Group

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Identifying Elements Susceptible to Harm Procedure

Implementation Guidance

Important: Users of this presentation should be aware of the embedded notes that accompany each slide

Establish a Data Security Committee

- ▶ Committee should be small enough to allow for fulsome discussions by all members (5-7 members can be a good guide)
- ▶ Include on the committee one or more of your data managers and/or staff who respond to client requests for data
- ▶ Include on the committee a member with general knowledge and experience with relevant species at risk for your agency/organization (e.g., COSEWIC representative)
- ▶ Include the coordinator(s)/manager(s) for the relevant data management programs that will be affected by the outcomes of committee deliberations
- ▶ You may wish to include the Data Custodian of the agency/organization as an active member or observer



Develop a Nomination Form and Process

- ▶ Utilize the *Evaluation Criteria for Elements Susceptible to Harm* as the foundation to the nomination form
- ▶ A standardized form will help ensure that all relevant data are captured and summarized in a common fashion for the Committee to review.
- ▶ Other criteria may be included if warranted
- ▶ Advertise the nomination and evaluation process and set time guidelines to ensure the Committee has ample time to review nominations prior to meeting.



Conduct the Initial Review

- ▶ Depending on the agency/organization this may require the Committee to commit to 1-2 days.
- ▶ When reviewing nominations, do so from the perspective that an Element is not to be labelled as Susceptible to Harm unless well warranted by the arguments in the nomination
- ▶ Critically examine all criteria



Approval and Publication

- ▶ Compile the recommendations of the committee and formally submit these, with an appropriate covering letter, to the relevant Data Authority for approval
- ▶ Respond to nominators – once the list (or amended list) is approved by the Data Authority communicate the outcome of the review process (i.e., the list) to the original nominators
- ▶ Publish the list - once the list (or amended list) is approved by the Data Authority the agency/organization must publish that list in a location where it is readily accessible to clients and agency/organization staff





**Determining a *Client's* Business Case for
Access to *Sensitive Ecological Data*
Procedure**

Determining a Business Case

- ▶ Evaluation of the following criteria will determine whether a client has a reasonable business case for accessing and receiving Sensitive Ecological Data
 - ▶ The client has a legal, policy or regulatory requirement to consider this data

The client requesting access to Sensitive Ecological Data is required by other relevant legislation to consider data for the element(s) in question in their work
 - ▶ The client has relevant management responsibility for the element(s)

The client requesting access to Sensitive Ecological Data has management responsibility for the element(s). In this case the client's are typically staff of government agencies who are have legislative or regulatory responsibility for the management and conservation of the element(s)
 - ▶ Activities of the client will further the conservation of the element(s)

For example, the client may be a member of a recovery team or habitat restoration program and provision of data for the element(s) will contribute to an improved conservation outcome for the element(s)
 - ▶ Activities of the client will improve knowledge for the element(s)

The client may be an scientific researcher with an agency/organization or a recognized expert conducting scientific research which may improve the conservation knowledge for the element(s) or have been contracted to conduct inventories

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Determining a Business Case

- ▶ Evaluation of the following criteria will determine whether a client has a reasonable business case for accessing and receiving Sensitive Ecological Data (continued)
 - ▶ The client has a vested interest in a project or property that may have effects on the element(s)

The client is a member or representative of an organization/agency/business that has vested interest in a project or property on which management activities may have deleterious or beneficial effects on the element(s). This would include private landowners but also representatives of forestry companies operating on crown lands.
 - ▶ The client has a mandate specific to the element(s) included in the request

This criteria can overlap with others in this list but includes, for example, mandates to develop status assessments, management plans, recovery strategies or conduct relevant academic research
 - ▶ The client requires data for the element(s) to make recommendations regarding specific lands or waters
 - ▶ Data are required by the client due to relevant legislation or legal enforcement purposes

Refining the Scope of Data Requirements

- ▶ The agency/organization responsible for evaluating a client's business case will take measures to determine the taxonomic and geographic scope of data required by the client and provide no more than necessary.
- ▶ *Sensitive Ecological Data* are designated as such for specific reasons. They are not to be distributed more widely than absolutely necessary. This would include potentially limiting the scope of data in the initial client request to only that required for the specified purpose.
- ▶ The agency/organization will determine the relevant scope by:
 - ▶ Evaluating whether the client's needs are more appropriately served by provision of a more limited taxonomic breadth (e.g., only data for cave-dwelling bats vs. all bats)
 - ▶ Working with the client to clearly delineate the spatial bounds of the client's activities so as to limit the data provided to that pertinent to those spatial bounds
 - ▶ Determine whether the client's activities (timing, scope) might be further rationale for reducing the geographic scope of data provided
 - ▶ Determine whether the client's needs require only taxonomic or other tabular information rather than full location details.