

# Roles and Responsibilities of Base Data Set Custodians

## Notes:

1. Any reference to **data custodians** also applies to **base data set custodians**.
2. Any reference to **data sets** also applies to **base data sets**
3. Unless otherwise specified, all references in BLUE refer to the associated [section](#) in the [Base Data Set Custodianship Policy](#)
4. All references in GREEN refer to the associated [section](#) in the [SDI Act, No 54, 2003](#)
5. RED text refers to [evidence](#) to measure compliance in terms of the [Draft SASDI Compliance Guidelines](#)

Links to other related documents:

[SDI Regulations \(Draft\)](#)

[Constitution of the Republic of South Africa, 1996.](#)

[Promotion of Access to Information Act, 2000 \(Act No. 2, 2000\).](#)

[Intergovernmental Relations Framework Act, 2005 \(Act No. 13, 2005\).](#)

[Copyright Act, 1978 \(Act No. 98 of 1978\).](#)

## Authoritative Source

- An organ of state **appointed** as **data custodian** is regarded as the **authoritative source** for the data sets under its custodianship. Data custodians are **identified by the Committee for Spatial Information (CSI)** in terms of the criteria for data custodians. [Section 6.1.1. Organisational mandate; CSI list of identified base data sets.](#)
- One person from each data custodian, identified by the minister, may be appointed as a **member** of the **Committee for Spatial Information** (An alternate member may also be appointed to serve as proxy in the absence of the member). [SDI Act, section 5\(2\)\(j\).](#) [CSI membership appointment letter.](#)

## Standards and Prescriptions (SDI Act, section 11)

- Data custodians and vendors must **adhere to standards and prescriptions** determined by the Minister in terms of section 11.(1)(a) and (3) of the SDI Act, and to any relevant national standards for spatial information to promote interoperability. [Section 6.1.6. SDI Act, section 11.\(1\)\(3\).](#)
- Data custodians must determine **user requirement specifications** and priorities, for the data set(s) under their custodianship, **in consultation with the Committee and the user community.** [Section 6.1.1.](#)
- Data custodians are responsible for the **processes and functions** of data capture, validation, maintenance, management, archiving and documentation, including principles and procedures for **accuracy, currency, metadata, data storage and security.** [Section 6.1.1.](#)

## Cooperation and coordination

- Data custodians must promote **efficient, economic and effective use of resources** as enshrined in the Constitution, 1996 [Section 195(1)(b)]. [Section 6.1.2\(a\).](#) [Collaborative Agreements](#)
- Data custodians must **commit to proper management, efficient maintenance, improved accessibility and effective distribution** of data sets. [Section 6.1.2\(a\).](#) [SDI Act, section 3\(2\)\(b\) & \(d\)](#) [Data Set Maintenance Plan\(s\); Distribution Lists](#)
- Data custodians must **promote the use and sharing of information** in support of spatial planning, socio-economic development and related activities, through **cooperation and coordination** with other organs of state. [Section 6.1.2\(a\).](#) [SDI Act, section 3\(2\)\(c\)](#) [Collaborative Agreements](#)

- Data custodians should, where possible, collaborate with other organs of state to **avoid duplication of data capture** and reduce costs in all spheres of government. [Section 6.1.2\(a\)](#). *SDI Act, section 3(2)(a) and (e)*. [Collaborative Agreements; Data Capture Project Register](#)
- Data custodians must **consult users and stakeholders** in line with *Batho Pele* principles when **determining needs** for capturing or updating spatial information. [Section 6.1.2\(a\)](#). [User Requirement Specifications](#).
- Data custodians should make their **conceptual data model(s) available**, to any user or the public, on request. [Section 6.1.2\(c\)](#).
- Data custodians should assist other organs of state in developing **data product specifications**. [Section 6.1.2\(c\)](#).
- **Organs of state** that have been granted permission by the Committee to **capture** data sets/spatial information must capture such data sets/information in **consultation with the designated data custodian**. [Section 6.1.2\(d\)](#).
- All data sets or spatial information collected or **created through public funding** must be **returned** to the respective data custodian **at no cost**. [Section 6.1.2\(d\)](#). [Vendor Agreement](#).

### Access

- Data custodians must **provide** members of the **public**, on their request, with **information to which they are legally entitled**. [Section 6.1.3\(b\)](#). [Access to information](#)
- Data custodians must **disclose** or make their data sets available to the public on request, **unless exempted** from disclosure under the Promotion of Access to Information Act. [Section 6.1.3\(c\)](#). *SDI Act, section 13*.
- Any spatial information that is supplied or made available to users must include the **metadata** component. [Section 6.1.3\(f\)](#). *SDI Act, section 14(3)*.

### Data Capture Project Register (DCPR)

- Data custodians must **register** their **data capture projects** on the Department's **Data Capture Project Register (DCPR)** prior to undertaking such projects and update the register when changing the status of projects. [Section 6.1.3\(d\)](#).

### Capture and Publishing of Metadata (SDI Act, section 12)

- Data custodians must **capture and maintain metadata**, for any data sets placed under their custodianship, to enable the public or prospective users, to determine the data's **suitability for intended use**. [Sections 6.1.1 & 6.1.3\(a\)](#). *SDI Act, section 12(1)*. [Metadata records published](#)
- Data custodians must ensure that **metadata is available to users**, by establishing a **node on the Department's Electronic Metadata Catalogue (EMC)** and **capturing metadata** for their data holdings to be published, or by making their metadata records available to the Department for inclusion in the catalogue. [Section 6.1.3\(g\)](#). *SDI Act, section 12(2)(1)*. [Published metadata](#).
- Data custodians must ensure that **metadata** for their data holdings is included in their **organisation's Manual of Functions**, as described in [section 14 of the PAIA Act](#), (Act No. 2, 2000). *SDI Act, section 12(2)(2)*. [Metadata included in organisation's Manual of Functions](#).

### Data Maintenance

- Data custodians must compile a **Data Set Maintenance Plan** per data set under their custodianship and ensure that such **data sets are kept up-to-date**, in the manner and frequency defined therein.

- Data custodians must ensure that, where a **user** is granted **permission** by them **to update** their data sets or spatial information, the **updates are returned to them at no cost**. [Section 6.1.2\(c\)](#). [Data Set Maintenance Plan\(s\)](#)

### Collaborative maintenance

- Data custodians may **exchange spatial information** in terms of a **Collaborative Maintenance Agreement** providing for the **regular updating of data sets** within an agreed period. [SDI Act, section 16\(1\)](#).

A collaborative maintenance agreement must provide

- (a) for the **duration** of the agreement;
  - (b) a stipulation of the **frequency** with which updated versions of the data set in question must be provided;
  - (c) the **format and medium** to be used in providing the updated spatial information;
  - (d) for the legal protection of **copyright** of the State and other interested parties; and
  - (e) **any provision** that the parties may consider necessary and as may be prescribed. [SDI Act, section 16\(2\)](#)
- A data custodian of a **base data set** must, in the absence of an agreement, furnish all **updates** of spatial information of the base data set **to data custodians of any derivative data sets**, within a prescribed period, in order to ensure synchronised updates of the associated data sets. [Section 6.1.7\(d\) and 6.1.7\(e\)](#). [SDI Act, section 16\(3\)](#) [Data Set Maintenance Plan\(s\)](#)
  - A data custodian of a **derivative data set** must **update** the data set **within a prescribed period** after receiving an update of the base data set. The data custodian of the base data set must render reasonable support to the data custodian of the derivative data set to streamline the updating contemplated. [SDI Act, section 16\(4\) and \(5\)](#).
  - A data custodian of a **derivative data set** must ensure that the data set is **derived or updated from the latest base data set(s)**. [Section 6.1.7\(d\) and 6.1.7\(e\)](#).

### Shared base data set custodianship

- **Base data set coordinators** are responsible for ensuring that both **base spatial data custodians** and **base attribute data custodians** agree on and **comply with prescribed policies, standards and specifications** for the shared base data set. [Section 6.1.4](#).
- **Base data set coordinators** are responsible for creating national or higher order data sets by integrating and consolidating multiple regional or lower order data sets, each for the same spatial object or feature type, but with different geographical extents. They must ensure that all contributing custodians agree on and adhere to standards and specifications for such data sets. [Section 6.1. 5](#).
- **Contributing data custodians** for national or higher order data sets must ensure compatibility with other contributing data sets by agreeing on and adhering standards and prescriptions of data capture. They are also responsible for the integrity of the data set covering their area of jurisdiction. [Section 6.1. 5](#).

### Data Quality

- A data custodian, who receives an **Error Report** from a user or data vendor, regarding any error or deficiency in the quality of spatial information or data sets under their custodianship, must **respond to the user or data vendor** in the prescribed time and manner after receiving such report. If the data custodian does not respond within the prescribed time the user or data vendor may refer the matter to the Committee, who may take any remedial action considered necessary or expedient. [Section 6.1.2\(b\)](#). [SDI Regulations, section 8](#). [SDI Act, section 17\(3\) and \(4\)](#). [Error Report & Register; Documented response](#).
- Data custodians must ensure that a data set is **accurate, current** and in accordance with user requirement specifications to **fulfil the purpose for which it was captured**. Where probable errors exist, the degree of probability of its correctness must be specified in the data set's metadata. [Section 6.1.7\(a\)](#).

- Data custodians must ensure that the data set and spatial information is **free from ambiguities**. [Section 6.1.7\(b\)](#).
- Data custodians must ensure that the **quality and resolution** of data sets and spatial information **meets the needs of intended users**. [Section 6.1.7\(c\)](#).

### Distribution and Pricing of Products and Services

- Data custodians or data vendors supplying spatial information must **provide the information** in the prescribed manner **together with the associated metadata**. [SDI Act, section 14\(3\)](#).
- Data custodians are entitled to charge for their spatial information or data sets. The **cost of data and services** must be determined in accordance with the [Policy on Pricing of Spatial Information Products and Services](#). [Section 6.1.8](#).
- A data custodian may, in the prescribed manner, **appoint a data vendor to supply products** derived from a data set. [SDI Act, section 14\(1\)](#). [Vendor Agreement](#).
- Data custodians are **accountable for the integrity** of unmodified spatial information supplied by a data vendor. [SDI Act, section 14\(2\)](#). [Vendor Agreement](#).

### Security, Licensing and Copyright

- Data custodians must take reasonable steps to effect **adequate and appropriate security against the loss** of spatial information in their custody or any unauthorised or **unlawful access** to and modification or disclosure of that spatial information. [Section 6.1.3\(e\)](#). [SDI Act, section 18\(a\)](#).
- A data custodian, or a data vendor, and a user may enter into a **licensing agreement** with regard to the **use of spatial information**. A licensing agreement must provide for
  - (a) the **duration** of the agreement;
  - (b) the legal protection of **copyright** of the State and any other interested party; and
  - (c) **any other provision** that the parties may consider necessary and as may be prescribed. [SDI Act, section 15\(2\)](#).
- Data sets **may not be licensed for exclusive use** (however, in circumstances where a data custodian received a licensed date, the custodian must comply with the requirements of such license). [Section 8.2](#).
- Data custodians must ensure the **protection of the copyright** of the State and other interested parties, of spatial information in their custody. Where **copyright** resides in any data set, such copyright must be protected in terms of the [Copyright Act, 1978 \(Act No. 98 of 1978\)](#). [Section 10](#). [SDI Act, sections 3\(2\)\(g\) and 18\(b\)](#).

### Monitoring and Evaluation

- The Committee, assisted by the NSIF, may **monitor** a data custodian's **compliance** with the SDI Act and related prescriptions. [SDI Act, section 6\(2\)\(b\)](#).
- Upon request by the Committee (as may be delegated to the NSIF), for the purpose of **compliance monitoring**, data custodians must **provide any documentary evidence requested** within a reasonable period of time. [Section 8.2](#).