



DEPARTMENT OF GEOLOGY AND MINERAL INDUSTRIES POLICY AND PROCEDURE

TITLE:	UNMANNED AIRCRAFT SYSTEMS DATA STORAGE
NUMBER:	IT 2018-01 v1.0
APPROVED BY:	Brad Avy, Director/ State Geologist Ian Madin, Deputy Director (Signatures on File)
DATE:	Approved: March 9, 2018

SECTION I - Policy Statement:

The Department of Geology and Mineral Industries (DOGAMI) uses unmanned aircraft systems (UAS) as a cost-effective and safe way to replace or supplement existing field activities and manned aerial surveys. Data collected by UAS supports DOGAMI's mission to provide earth science information and regulation to make Oregon safe and prosperous. This policy establishes expectations for the use, storage, accessing, sharing, and retention of data resulting from the operation of UAS.

SECTION II – Purpose:

The purpose of this policy is to establish protocols and set standards to protect information assets resulting from the collection of data within the DOGAMI UAS Program. The Program is maintained by the Geological Survey and Services program and exists to provide service across the agency.

SECTION III - Goals:

The goals of this policy are to ensure that DOGAMI employees understand the following:

- DOGAMI employees have the responsibility to keep information and technology assets secure;
- Security is consistently applied for employees' use of information resources and provides framework for tracking information assets; and
- DOGAMI must remain in compliance with both statewide security policies and State law regarding the use and storage of data collected with UAS by public bodies.

SECTION IV - Scope:

Applicability:

This policy applies to all information assets, whether paper-based, held within databases, mobile-based, general portable or permanent electronic files, documents, worksheets, geospatial, drawings, photography, video or graphical in nature.

Audience:

This policy is directed to all DOGAMI employees whether or not they utilize electronic information assets.

SECTION V - Authority:

The authority for this policy is established in ORS 837.300 to 837.998 (Unmanned Aircraft Systems and Penalties), ORS 192.345 (Public Records Conditionally Exempt from Disclosure), and generally, Oregon's record retention laws. Statute addresses the use, operation and storage of resultant data acquired by UAS.

Related Policies and Procedures:

This policy is related to the following DOGAMI policies:

- DAS Statewide Policy 107-004-050 Information Asset Classification
- IT 2017-02 v1.0 Controlling Portable and Removable Storage Devices
- IT 2017-03 v1.0 Information Security
- IT 2017-04 v1.0 Employee Security
- IT 2017-05 v1.0 Transporting Information Assets
- IT 2017-06 v1.0 Acceptable Use of State Information Assets
- ADM 2018-01 v1.0 Unmanned Aircraft Systems Operation

SECTION VI - Background:

Oregon statute requires public bodies to establish policy for the acquisition, maintenance, storage, sharing, and destruction of data acquired by UAS. This policy is one in a series of policies related to information security and complies with statute and direction from DAS on data standards and security.

Information security has become increasingly important in today's digital landscape. While technology has provided great efficiencies, it has also brought the need for caution, close monitoring and regulation of how information is stored. Security breaches and misuse of information and equipment takes many forms, from privacy violations, stolen identity and financial fraud, to reduced productivity and damaged equipment.

In Oregon, there are several laws and policies that govern this topic, as outlined in the Authority section. This policy is intended to clarify statewide laws and policies, detail DOGAMI's policy for protecting information assets, and provide relevant guidance for agency employees.

SECTION VII - Definitions:

Asset:

Anything that has value to the agency.

Information:

Any knowledge that can be communicated or documentary material, regardless of its physical form or characteristics.

Information Security:

Preservation of confidentiality, integrity and availability of information, including authenticity, accountability, non-repudiation (i.e. proof of data integrity and origin), and reliability.

Integrity:

A security principle that makes sure that information and systems are not modified maliciously or accidentally.

Risk:

The likelihood of a threat agent taking advantage of vulnerability and the resulting business impact. A risk is the loss potential or probability that a threat will exploit the vulnerability.

Security Policy:

Documentation that describes senior management's directives toward the role that security plays within the organization. It provides a framework within which an organization establishes needed levels of information security to achieve the desired confidentiality, availability and integrity goals. A policy is a statement of information values, protection responsibilities, and organization commitment managing risks.

Unmanned Aircraft Systems (UAS):

Means an unmanned flying machine, commonly known as a drone, and its associated elements, including communication links and the components that control the machine. (ORS 837.300)

Public Body:

As defined in ORS 174.109.

SECTION VIII – Policy Statements:

1. Data collected by UAS may be used to count, classify, observe and measure cultural, natural, physical resources and assets.
2. DOGAMI will hold data collected in a secure and safe manner in accordance to Information Security Policies, and will provide data via public access requests as applicable to public records laws. Providing data classified as level 3 or 4 (see DAS Statewide Policy 107-004-050) must have overriding need and be approved by the Director or designee.

3. Data collected by UAS will be retained by DOGAMI consistent with Oregon records retention laws.
4. Data collected by UAS will be primarily used for internal projects by DOGAMI, and/or for reference to cultural, natural, physical resources and assets. Data will occasionally be included in websites for consumption by the public, at the sole discretion of DOGAMI. Technical data shared with other entities will be established by formal agreement. In the event data is made available via third party storage, it will be vetted by DOGAMI as generally available and informational data. Third party providers shall be under the same obligations as DOGAMI to securely store and manage data as established by formal agreement.
5. Data collected in the field will be handled and transported by DOGAMI staff in a manner compliant specifically with IT 2017-02 v1.0 Controlling Portable and Removable Storage Devices, IT 2017-05 v1.0 Transporting Information Assets as well as all other applicable state policies.
6. Data collected by UAS will be managed and stored centrally under the supervision of the UAS Coordinator and the DOGAMI Chief Information Officer. Data collected by UAS shall have an accompanying collection report which includes at minimum the following: date of collection, name of UAS pilot in command (PIC), DOGAMI responsible party if different than PIC, latitude and longitude of the center of the data collection, general description of the type of data collected, network location of data. Copies of collection reports shall be submitted to DOGAMI's UAS Coordinator.

Security Review:

DOGAMI UAS data owners will perform annual reviews of the general security of the data collected, including retention. Reviews shall be verified by the DOGAMI UAS Coordinator and the Chief Information Officer.

SECTION IX - Exceptions:

None.

SECTION X – Roles and Responsibilities:

Chief Information Officer:

Educate management on the provisions of this policy; provide assistance with how to use the relevant portions for policy users, be it staff, managers or both; monitor the use of the policy, review user comments and track changes in State direction; revise the policy when needed.

UAS Coordinator:

Collate internal use reports and flight logs and provide annual summary to Oregon Department of Aviation. Manage storage of DOGAMI UAS data and maintain public access to DOGAMI UAS policy.

SECTION XI – Failure to Comply:

Failure to comply with this policy may be cause for disciplinary action up to and including dismissal.