



Rules and Procedures for the Protection, Access to, and Dissemination of Data Compiled by the Commission¹

The scope of these Rules and Procedures is data and information held by the WCPFC Commission or Secretariat, and by service providers or contractors acting on their behalf.

1. Basic principles relating to the dissemination of data by the WCPFC

1. Data and information held by the WCPFC Commission or Secretariat, and by service providers or contractors acting on their behalf, shall only be released in accordance with these Rules and Procedures; which reflect the policies of confidentiality and security determined by the Commission.
2. Data may be disseminated if the CCM providing the data to the WCPFC authorizes its release.
3. Persons duly authorised by the Executive Director within the WCPFC secretariat and service providers, who have read and signed the Commission's confidentiality protocol, shall have access to the data necessary to perform their WCPFC duties.
4. Officers of the Commission and its subsidiary bodies shall have access to the data necessary to perform their WCPFC duties.
5. CCMs shall have access to data to serve the purposes of the Convention, including data:
 - (a) covering vessels flying their flag in the WCPFC Convention Area
 - (b) covering any vessels fishing in waters under their jurisdiction
 - (c) covering vessels applying to fish in their national waters, unloading in their ports or transshipping fish within waters under their jurisdiction
 - (d) for the purpose of compliance and enforcement activities on the high seas, consistent with the Convention and the Conservation and Management Measures and other relevant decisions adopted by the Commission, subject to the rules and procedures for access and dissemination of such data that the Commission will adopt under paragraph 23
 - (e) for the purpose of scientific and other research, if the CCM that originally provided that data authorises the Commission to release them. In cases where a CCM elects to provide an ongoing authorisation for the release of such data, the CCM may at

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any time cancel this authorisation by notifying the Secretariat that it has revised its earlier decision.

6. To the greatest extent practical, the WCPFC Commission, Secretariat and their service providers, should disseminate data in a timely manner.

2. Risk classification and definition of confidentiality

7. Data covered by these Rules and Procedures will be classified in accordance with the risk classification methodology included in the Commission's Information Security Policy (ISP), which reflects *inter alia* the damage that would be done to the operations or creditability of the Commission as a consequence of the unauthorized disclosure or modification of such information. The classification is attached as Table 1.

8. Data covered by these Rules and Procedures were determined to be either public domain or non-public domain data in accordance with the definition of confidentiality established in the Commission's ISP.

3. Dissemination of Public Domain Data

9. Data in the public domain shall not reveal the individual activities of any vessel, company or person and shall not contain private information. Catch and Effort data in the public domain shall be made up of observations from a minimum of three vessels.

10. Annual catch estimates and aggregated catch and effort data that can be used to identify the activities of any vessel, company or person are not in the public domain.

11. Except for data as described in Paragraphs 9 and 10, the types of data listed in Appendix 1 have been designated to be Public Domain data.

12. Public Domain data shall be available to any persons for (a) downloading from the Commission's website and/or (b) release by the Commission on request.

13. The website should contain a statement describing the conditions associated with the viewing or downloading of Public Domain Data (for example, that the source of the data must be acknowledged), and should require the person requesting the data to "Accept" these conditions before viewing / downloading can begin.

4. Dissemination of Non-Public Domain Data

4.1 Definition of Non-Public Domain Data

14. Subject to the decisions of the Commission, all types of data not described in paragraph 11 shall be referred to as Non-Public Domain data.

15. A list of examples of Non-Public Domain data can be found in Appendix 2.

4.2 General rules for dissemination of, and access to, Non-Public Domain data

16. Access to and dissemination of Non-Public Domain data shall be authorised in accordance with these Rules and Procedures and the policies of confidentiality and security established in the Commission's ISP.

17. The WCPFC Secretariat shall log and report to the Commission all access and dissemination of Non-Public Domain data, including the name and affiliation of the person, the type of data accessed or disseminated, the purpose for which the data were requested, the date when the data were requested, the date when the data were released and authorizations that may have been required.

4.3 Access to Non-Public Domain data by the Staff of the Secretariat, the WCPFC Service Providers, and Officers of the Commission and its Subsidiary Bodies

18. Persons duly authorised by the Executive Director, within the WCPFC secretariat and service providers, including scientific experts engaged under Article 13 of the Convention, shall have access to the data necessary to perform their WCPFC duties. Officers of the Commission and its subsidiary bodies shall have access to the data necessary to perform their WCPFC duties. All such persons shall sign a Confidentiality Agreement with the Executive Director and maintain the data security standards of the Commission in respect of data to which they have access. The Executive Director shall maintain a Register of all such persons (including the purpose for which they require access to the data) and make the Register available to a CCM on written request.

4.4 Access to Non-Public Domain data by CCMs

19. CCMs shall have access to Non-Public Domain data to serve the purposes of the Convention, including data:

- (a) covering vessels flying their flag in the WCPFC Convention Area
- (b) covering any vessels fishing in waters under their jurisdiction
- (c) covering vessels applying to fish in their national waters, unloading in their ports or transshipping fish within waters under their jurisdiction
- (d) for the purpose of scientific and other research, if the CCM that originally provided that data authorises the Commission to release them. In cases where a CCM elects to provide an ongoing authorisation for the release of such data, the CCM may at any time cancel this authorisation by notifying the Secretariat that it has revised its earlier decision.

20. CCMs shall notify the Secretariat of a small number of representatives (preferably only 2) authorised to receive Non-Public Domain data. Such notification will include name, affiliation, and contact information (e.g. telephone, facsimile, email address). The WCPFC Secretariat will maintain a list of such authorized representatives. CCMs and the Secretariat shall ensure the list of CCM representatives is kept up to date and made available.

21. The authorized representative(s) of the CCMs are responsible for ensuring the confidentiality and security of the Non-Public Domain data according to its risk classification and in a manner consistent with security standards established by the Commission for the WCPFC Secretariat.

22. The Non-Public Domain data described in paragraph 19 will be made available by the Secretariat to authorised representatives of the CCMs for release by the Commission on request

and, where appropriate, downloading from the Commission's website in accordance with the Commission's ISP.

23. For the purpose of compliance and enforcement activities on the high seas, Non-Public Domain data will be made available subject to separate rules and procedures for the access and dissemination of such data, that the Commission will adopt for these purposes.

24. VMS data will be made available for scientific purposes, subject to the separate rules and procedures referred to in paragraph 23 above.

25. Access to Non-Public Domain data by CCMs shall be administered by the Executive Director on the basis of these Rules and Procedures and the Framework at Appendix 3.

26. The Executive Director will implement the Framework and authorize access to and dissemination of Non-Public Domain data.

27. Unless otherwise decided by the Member or CCM responsible for its external affairs, Participating Territories shall have the same access rights to data as CCMs.

28. A CCM that has not fulfilled its obligations to provide data to the Commission for two consecutive years shall not be granted access to Non-Public Domain data until all such matters are rectified. A CCM whose representative, authorized in accordance with paragraphs 20 and 21 above, failed to observe the rules stipulated in these Rules and Procedures shall not be granted access to Non-Public Domain data until the appropriate actions have been taken.

4.5 Exchange of data with other regional fisheries management organisations

29. If the Commission enters into agreements for the exchange of data with other regional fisheries management organisations (RFMOs), such agreements must include requirements that the other RFMO provides equivalent data on a reciprocal basis and maintains the data provided to them in a manner consistent with the security standards established by the Commission. The data which may be exchanged is specified in Appendix 4. At each annual session the Executive Director will provide copies of data exchange agreements that exist with other RFMOs and a summary of the data exchanges that occurred during the previous 12 months under such agreements. For the purposes of these Rules and Procedures, the following organisations will be treated as being equivalent to a RFMO:

- International Scientific Committee (ISC)
- Secretariat of the Pacific Community (SPC)

4.6 Disseminations of Non-Public Domain data in other circumstances

30. Non-Public Domain data will be made available by the Secretariat to any persons² if the CCM that originally provided that data authorises the Commission to release them. In cases where a CCM elects to provide an ongoing authorisation for the release of such data, the CCM may at any time cancel this authorisation by notifying the Secretariat that it has revised its earlier decision. Unless otherwise requested by the provider of the data:

² Including universities, researchers, NGOs, media, consultants, industry, federations, etc

- (a) Persons that request Non-Public Domain data shall complete and sign the Data Request Form and sign the Confidentiality Agreement and provide them to the Commission in advance of obtaining access to said data.
- (b) The Data Request Form and Confidentiality Agreement shall then be forwarded to the CCM that originally provided the requested data and the provider shall be requested to authorise the Commission to release the data.
- (c) Such persons shall also agree to maintain the data requested in a manner consistent with the security standards established by the Commission for the WCPFC Secretariat.

31. CCMs that have provided Non-Public Domain data to the Commission shall notify the Secretariat regarding their representatives with the authority to authorise the release of Non-Public Domain data by the Commission. Decisions whether to authorise the release of such data shall be made in a timely manner.

4.7 Force majeure

32. The Executive Director may authorise the release of Non-Public Domain data to rescue agencies in cases of *force majeure* in which the safety of life at sea is at risk.

5. Periodic Review

33. The Commission or its subsidiary bodies will periodically review these Rules and Procedures, and subsidiary documents, and the rules and procedures referred to in paragraphs 23 and 24 above, and amend these if necessary.

6. Final Clause

34. These Rules and Procedures do not prevent a CCM from authorizing the release of any data it has provided to the WCPFC.

Table 1. Types of information and confidentiality classification.

Information type	Risk classification
Operational level Catch Effort data	High
Annual catch estimates stratified by gear/flag and species for the WCPFC Statistical Area.	Lowest
Annual catch estimates stratified by gear/flag, EEZ and species.	Lowest
Aggregated catch and effort data stratified by gear/year/month, 5x5 (LL) or 1x1 (surface), and flag.	Low
Records of vessel unloading	Medium
Transshipment consignments by species	Medium
[Biological data (if adequate time has passed to allow the scientists that organised the for collection of such data to publish a paper analysing it)]	Lowest
Tagging data	Lowest
WCPFC Record of Fishing Vessels (Authorization to fish/Vessel Record)	Lowest
Vessel and gear attributes from other open sources	Lowest
Any vessel record established for the purpose of the Commission's VMS	Lowest
Oceanographic and meteorological data	Lowest
Movements of fishing vessels recorded at a fine resolution / VMS Vessel position, direction and speed	High
Boarding and Inspection Reports	High
Certified observer personnel	Medium
Certified inspection personnel	High
Catch Documentation Scheme / Trade Documentation Scheme	Medium
Port State Inspection Reports	Medium
Violations and infringements, detailed	High
Annual number of active vessels, by gear type and flag	Lowest
Economic data	[unassigned]
[Social data]	[unassigned]
Fisheries intelligence-sharing information	High
Part 2 of the Annual Report to the Commission by CCMs	Low
Part 1 of the Annual Report to the Commission by CCMs	Lowest

The security controls implemented by the Commission will reflect the classifications given to each information type. Where categories within an information type cover two classifications, the higher has been used. If a data type covers more than one row then the higher risk classification would apply.

Table 2. Annotations on information types mentioned in Table 1.

Information Type	Annotations
Operational level Catch Effort data	Collected on fishing vessel logbooks and by observers.
Compliance-related observer data	Excludes operational catch and effort data, biological data and vessel and gear attributes.
Biological data	Biological data include size data, data on gender and maturity, genetic data, data on hard parts such as otoliths, stomach contents, and isotopic N15/C14 data collected by observers, port samplers and other sources. “Biological data” in this context does not include information identifying the fishing vessel, for example, which would otherwise alter its security classification.
Tagging data	Tagging data include species, release and recapture positions, lengths and dates. “Tagging data” in this context does not include information identifying the fishing vessel that recaptured the tagged tuna, for example, which would otherwise alter its security classification.
WCPFC Record of Fishing	Vessels (Authorization to fish/Vessel Record) Covers vessels fishing in the WCPFC Convention area outside of waters under their national jurisdiction.
Vessel and gear attributes from other sources	Includes data collected by observers and port inspectors. Covers all vessels (i.e. includes vessels restricted to national jurisdiction – domestic fleets) Includes electronic equipment.
Oceanographic and meteorological data	“Oceanographic and meteorological data” in this context does not include information identifying the fishing vessel that collected the information, for example, which would otherwise alter its security classification.
Certified observer personnel	If identified by individual then Risk Classification would be assigned to HIGH.
Certified inspection personnel	If identified by individual then Risk Classification would be assigned to HIGH.
Violations and infringements, detailed	May cover Individual Violations and infringements pending investigation and/or prosecution. Summarised information included in Annual WCPFC TCC Report from CCMs. Includes compliance information collected by observers.
Economic data	Insufficient information currently available to determine Risk Classification.

Public Domain data

The following types of data are considered to be in the public domain:

- 1) annual catch estimates stratified by gear, flag and species for the WCPFC Statistical Area;
- 2) annual catch estimates stratified by gear, flag, species, and waters under the jurisdiction of CCMs and the high seas in the WCPFC Statistical Area;
- 3) the annual numbers of vessels active in the WCPFC Statistical Area stratified by gear type and flag;
- 4) catch and effort data aggregated by gear type, flag, year/month and, for longline, 5° latitude and 5° longitude, and, for surface gear types, 1° latitude and 1° longitude – and made up of observations from a minimum of three vessels;
- 5) [biological data (if adequate time has passed to allow the scientists that organised for the collection of such data to publish a paper analysing it)];
- 6) tagging data;
- 7) the WCPFC Record of Fishing Vessels;
- 8) [information on vessel and gear attributes compiled from other sources];
- 9) any vessel record established for the purpose of the Commission's VMS;
- 10) oceanographic and meteorological data;
- 11) [social data]; and
- 12) Part 1 of the Annual Report to the Commission by CCMs.

In regard to paragraphs 1, 2, 3 and 4 above - data describing vessels based in a territory of the State in which they are flagged may be stratified (or aggregated) by the name of the territory.

Examples of Non-Public Domain data

The following are examples of types of data considered to be Non-Public Domain:

- 1) Operational level Catch Effort data
- 2) Records of vessel unloading
- 3) Transshipment consignments by species
- 4) Data describing (at a fine resolution) the movement of vessels including near- real time Commission VMS data (Vessel position, direction and speed)
- 5) Boarding and Inspection Reports
- 6) Regional Observer Programme observer reports, and lists of certified observer personnel
- 7) Certified inspection personnel
- 8) Raw data from any Catch Documentation Scheme or Trade Documentation Scheme
- 9) Port State Inspection Reports
- 10) Violations and infringements, detailed
- 11) Economic data
- 12) Fisheries intelligence-sharing information
- 13) Part 2 of the Annual Report to the Commission by CCMs
- 14) Data that reveals the individual activities of any vessel, company or person



FRAMEWORK FOR ACCESS TO NON-PUBLIC DOMAIN DATA

1. In accordance with the policies for data protection, security and confidentiality established by the Commission's Information Security Policy (ISP), a member, cooperating non-member or participating territory (CCM) shall have access to non-public domain data types covering describing the activities of any vessels:
 - (a) covering vessels flying their flag in the WCPFC Convention Area or;
 - (b) covering any vessels fishing in waters under their national jurisdiction or;
 - (c) covering vessels applying to fish in their national waters, unloading in their ports or transshipping fish within waters under their national jurisdiction;
 - (d) for the purpose of scientific and other research, if the CCM that originally provided that data authorises the Commission to release them. In cases where a CCM elects to provide an ongoing authorisation for the release of such data, the CCM may at any time cancel this authorisation by notifying the Secretariat that it has revised its earlier decision.

2. For the purposes of compliance and enforcement activities on the high seas, non-public domain data will be made available subject to separate rules and procedures for the access and dissemination of such data, that the Commission will adopt for these purposes. VMS data will be made available for scientific purposes, subject to these same separate rules and procedures.

3. In regard to paragraph 1:
 - a) CCMs shall provide a written request for access to such data to the Executive Director, specifying the purpose of the Convention by reference to the relevant article(s). In so doing, CCMs shall use the Commission Data Request Form (Annex 1).
 - b) The CCM shall undertake to only use such data for the purpose described in the written request. The CCM shall also complete and sign the Commission Confidentiality Agreement (Annex 2).
 - c) The Executive Director shall not authorize the release of more data than is necessary to achieve the purpose described in the written request.

4. The Executive Director shall not authorize access to non-public domain data by any CCM that has not fulfilled its obligations to provide data to the Commission for two consecutive years until all such matters are rectified. The Executive Director also shall not authorize access to a CCM whose authorized representative failed to observe the *Rules and Procedures for the*

Protection, Access to and Dissemination of Data Compiled by the Commission until the CCM informs the Executive Director that appropriate actions have been taken.

5. The Executive Director may attach conditions appropriate for the access to such data (such as that the data be deleted upon achievement of the purpose for which it was released or by a pre-determined date, that a register of persons accessing the data be maintained and furnished to the Commission upon request, etc.)
6. Requests may be made for a standing authorization, such that CCMs may have multiple accesses to the requested data for the same purpose as of the original written request.
4. Dissatisfaction with the Executive Director's decisions in regard to access to non-public domain data by CCMs shall be resolved by the Chair of the Commission.



DATA REQUEST FORM

1. Data Requested

The specification of data being requested should refer to the type of data and any parameters relevant to the type of data, which may include, inter alia, the gear types, time periods, geographic areas and fishing nations covered, and the level of stratification of each parameter.

[Insert the list of data sets here]

2. Purpose

If non-public domain data are being requested, the use of the data shall be authorised only for the purpose described below.

[If non-public domain data are being requested, insert the description of the purpose for which the data is requested]

3. Persons for Whom Access to the Data is Requested

If non-public domain data are being requested, the name(s), job title(s) and affiliation(s) of the authorized representative(s) for whom access to the data is being requested shall be listed below; the use of the non-public domain data shall be authorised only for the person(s) listed below.

[Insert the list of persons here]

- sign the Confidentiality Agreement.



CONFIDENTIALITY AGREEMENT

Confidentiality Agreement for the Dissemination of Non-Public Domain Data by the Western and Central Pacific Fisheries Commission

Applicants name(s) and full contact details and signatures

<i>Full name</i>	<i>Institution, address and contact details</i>	<i>Signature and Date</i>

I/we agree to the following:

- *To abide by any conditions attached to use of the data by the Executive Director;*
- *That the data shall be used only for the purpose for which the data are being requested, be accessed only by the individuals listed in Item 3 of the Data Request Form, and be destroyed upon completion of the usage for which the data are being requested;*
- *To make no unauthorized copies of the data requested. If a copy of all, or part, of the data requested is made by the applicant, all copies, or part thereof, will be registered with the Executive Director and will be destroyed upon completion of purpose for which the data was requested;*
- *To abide by the Commission’s data security standards as specified in the Commission’s Information Security Policy and the Rules and Procedures for Protection, Access to, and Dissemination of, Data Compiled by the Commission;*
- *That prior to the publication of any report of an analysis for which the requested data will be used, the report shall be provided to, and cleared by, the Executive Director of the Western and Central Pacific Fisheries Commission, who shall ensure that no non-public domain data will be published;*
- *To provide copies of all published reports of the results of the work undertaken using the data released shall be provided to the WCPFC Secretariat and to the relevant subsidiary body of the Western and Central Pacific Fisheries Commission;*
- *Applicant(s) will not disclose, divulge, or transfer, either directly or indirectly, the confidential information to any third party without the written consent of the Executive Director;*

- *Applicant(s) shall promptly notify the Executive Director, in writing, of any unauthorized, negligent or inadvertent disclosure of confidential information of the WCPFC.*
- *Applicant(s) assume all liability, if any, in respect of a breach of this Confidentiality Agreement, once the data requested is released to the applicant(s).*
- *Pursuant to paragraph 28 of the Rules and Procedures for the Protection, Access to, and Dissemination of, Data Compiled by the Commission, CCM(s) shall not be granted access to non-public domain data until the appropriate actions have been taken to account for any disclosure in violation of the Agreement by the applicant or, inter alia, its affiliates, employees, attorneys, accountants, consultants, contractors, or other advisers or agents; and.*
- *That this Agreement may be terminated by giving written notice to the other party.*

Data that may be disseminated to other regional fisheries management organisations

Operational level data

1 Operational-level tuna fisheries data may be disseminated to other regional fisheries management organisations (RFMOs), subject to the terms of the agreement specified in paragraph 29 of these Rules and Procedures. Such data includes catch and effort (including by-catch of mammals, turtles, sharks and billfish), observer, unloading, transshipment and port inspection data.

Aggregated data

2 Aggregated catch and effort data may be disseminated to other RFMOs. Such data includes:

- Data for long line gear aggregated by flag State by 5° latitude and by 5° longitude by month
- Data for surface gear (including purse seine) aggregated by flag State by 1° latitude and by 1° degree longitude by month
- Aggregated observer data (made up of observations from a minimum of three vessels).

Other data

3 Monitoring, control, surveillance, inspection and enforcement data may be disseminated to other RFMOs. Such data includes:

- The names and other markings of 'Vessels Of Interest' to each organization;
- Transshipment verification reports for vessels transshipping in the Convention Area of one RFMO but which have fished within the Convention Area of the other.