





THE SOUTH AFRICAN HERITAGE RESOURCES AGENCY

# The South African Heritage Resources Information System (SAHRIS) POLICY

ACCOUNTABLE	SIGNATURE	AUTHORISED for implementation	SIGNATURE On behalf of
Chief Executive Officer		SAHRA Council	
Date	29/01/2013	Date	29-1-2013

## SAHRIS POLICY

### PURPOSE:

The purpose of this Policy is:

- to direct the implementation and use of the South African Heritage Resources Information System (SAHRIS) by SAHRA employees and SAHRA's collaborators;
- to provide a high level statement of the organisation's expectations for the SAHRIS. This is a short, directive and enabling document. It provides a framework for process definition and implementation and should be consistent with business and technology strategies of the organisation. It does not contain detailed, prescriptive information. These belong in standards, procedures, guidelines and terms and conditions of use.

### OBJECTIVE:

The objective of the SAHRIS policy is to direct how to choose a course of action in a process when there are often many factors to consider. The SAHRIS policy serves to customise process execution by communicating organizational preferences and the entitlements of stakeholders. The policy described in this document record the authorised organisational preferences relating to the SAHRIS.

The Council must approve the SAHRIS Policy.

### POLICY

It is the policy of SAHRA that:

**I. SAHRA will ensure in collaboration with other custodians of heritage resources information the continuous provision of the SAHRIS services**

SAHRIS is a centralized national heritage resources information system and its successful implementation relies heavily on receiving data from other users and institutions. Therefore, collaboration with custodians of heritage resources information is essential to ensure that the SAHRIS continue to function for the foreseeable future. The nature of this collaboration must not diminish SAHRA's leading role in directing the development of the system.

**II. SAHRIS preferably be developed using Free Open Source Software (FOSS) solutions**

In keeping with Government policy and SAHRA's Information Technology Policy, open source technology that is based on open standards will preferably be used for the development of the SAHRIS.

**III. Procurement of SAHRIS infrastructure shall be included in SAHRA's approved annual Technological Infrastructure Plan**

Only IT resources and related services needed for the SAHRIS, listed in the Technological Infrastructure Plan, may be procured.

**IV. Service Continuity is to be 24 hours a day, 7 days a week**

SAHRIS is a national system and must be available at all times.

**V. Data uploaded onto the SAHRIS must be freely available to custodians of heritage resources information and the general public**

Data uploaded onto the SAHRIS forms part of the Inventory of the National Estate, defined as heritage resources of cultural and other significance. It is used in the decision-making process pertaining to applications lodged with SAHRA, Provincial Heritage Resources Authorities (PHRAs) and in the future, local authorities, in terms of the National Heritage Resources Act, No. 25 of 1999. It should therefore be available to the public and shall be shared freely between government institutions requiring this information.

**VI. Security of certain data and different levels of access will be incorporated into the design of the SAHRIS**

In principle data will be freely available as stated in item VI above. However, data may be withheld if its disclosure may impact negatively on the privacy or economic interest of the owner or any person with an interest in the property, or a potential investor, or on the continued conservation of a heritage resource in terms of Section 39(6) of the National Heritage Resources Act, No. 25 of 1999.

**VII. Backups**

SAHRA will ensure that a daily backup of data on SAHRIS is made.

**VIII. Copyright**

SAHRA will default to the Creative Commons Attribution-Share Alike (CC BY-SA), (currently version 3.01) unless specific material is owned by SAHRA, the PHRAs and other collaborators, such as their logos and policies. Material uploaded to the SAHRIS must not infringe copyright or any other intellectual property right.

**IX. Commercial use of data**

The data uploaded to the SAHRIS may not be sold and use of the data must abide by the terms stipulated in the CC BY-SA 3.0 license.

**X. Support**

SAHRA will ensure that the necessary technical and logistical staff are employed or contracted to support the maintenance and continuity of the SAHRIS.

**XI. Deviation from Policy**

Any deviation from this policy must be approved by the SAHRA Council.

**XII. Review of Policy**

The SAHRIS policy will be reviewed at least annually. The review and amending of the SAHRIS Policy is the responsibility of the CEO in conjunction with the Chairperson of the Council.



### **XIII. Communication of Policy**

The SAHRIS policy will be communicated to SAHRA staff and external stakeholders by publishing it on the SAHRA Website and the SAHRA Intranet.

Procedures will be produced to support this SAHRIS policy.

The role and responsibility for managing the SAHRIS will be performed by the SAHRIS Project Manager. He/she has direct responsibility for maintaining this policy and providing advice and guidance on its implementation.

All SAHRA unit managers are directly responsible for implementing the SAHRIS Policy within their business areas, and for adherence by their staff.

It is the responsibility of each employee to adhere to the SAHRIS Policy.

### **POLICY REVIEW**

**As amended and approved by the SAHRA Council on 07 December 2012**

<b>DATE REVIEWED</b>	<b>OFFICIAL</b>	<b>SIGNATURE</b>
<b>Review 18 August 2012</b>	<b>Assets and IT Governance Committee</b>	

(Revised by Assets and IT Governance Committee on 18 August. 2012)