

Open Content Assessment Checklist

Please complete the checklist to determine if the content can be posted to GitHub

If all answers are "Yes" then posting to GitHub is possible.

Any "No" answers require additional investigation.

| Open Content Assessment Checklist | Yes | No |
|---|-----|----|
| Privacy <i>Ministries may contact Knowledge and Information Services to assist in this assessment.</i> | | |
| Is the content free of Personal Information that may directly identify an individual (e.g., name, phone number, photo, address, driver's license number or any similar identification number)? | | |
| Copyright <i>Ministries must contact the Intellectual Property Program to assist in this assessment. Any legal review or legal advice will be provided by Legal Services Branch.</i> | | |
| Is the content created solely by B.C. government employees? | | |
| Is the content fully owned by the B.C. government (i.e., have you ensured that it does not contain any third party content)? <i>Note: collect copies of any contracts related to the content for review with IPP</i> | | |
| Can you confirm that there are no terms of use or any exclusive licenses that would prohibit the Province from licensing the content on GitHub? <i>Note: collect information concerning any terms of use or licenses related to the content for review with IPP</i> | | |
| Do you have authority to licence the content? If "yes", indicate the source of the authority: ___ Intellectual Property Program (attach approval email received from IPP) ___ Treasury Board ___ ministry legislative authority (identity Act and applicable section below): _____ | | |
| Legal, Contractual or Policy Constraints | | |
| Is the public release and use of the Content permitted under law, contract or policy (e.g., have you ensured that there are no relevant legal, contractual or policy restrictions or limitations)? | | |

| | | |
|---|--|--|
| If there are legal, contractual or policy restrictions or limitations to the public release or use of theContent, have they been addressed? | | |
| Security Controls | | |
| Have you contacted your ministry information security officer (MISO) to ensure that all necessary security controls have been implemented? | | |
| Has the material been labelled as 'Public' using the Information Security Classification Framework? | | |

Open Content Assessment

This form must be completed and then approved by the deputy minister or delegate before material is posted on a social repository such as GitHub. The Open Content Assessment Checklist must accompany this form when submitted for approval.

Contact Information

| | |
|-----------------------------|--|
| Ministry, Division, Branch: | |
| Contact Name: | |
| Contact Information: | |

Description of the Material

| | |
|-----------------------|--|
| Name: | |
| URL (if appropriate): | |
| Description: | |
| Format: | |

Open Content Assessment

| | |
|--|----------|
| Is the checklist complete? | Yes / No |
| Has approval from IPP been received? (attach) | Yes / No |
| Are there any impediments to posting the content on a social repository? | Yes / No |

Approval

| | |
|---|----------|
| Has the Deputy Minister (or delegate) approved the material for posting on a social repository? | Yes / No |
|---|----------|

Deputy Minister (or delegate)

Date