## Denver Botanic Gardens Department of Research and Conservation

## **Distribution of Data Policy**

The Denver Botanic Gardens Department of Research and Conservation is dedicated to free and open access to data, images, and other digital assets (referred to from here on as "data") that it acquires and/ or holds.

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- Locality information shall be prepared in a manner such that personal or private landowner information is omitted.
- Locality information shall be prepared in a manner such that the location can be identified through description. Such description includes distance and direction from named places and features, topographical, political, or otherwise. Geographic coordinates, expressed in points, lines, and polygons shall also be included and distributed.
- Data must be legally collected.
- Data collected on private land must include written permission from the landowner. This includes but is not limited to a signed and completed LAND ACCESS AGREEMENT or PRIVATE PROPERTY AUTHORIZATION LETTER. Private landowner information such as names, phone numbers, email addresses, or any other personal identifying information will be kept private.
- Data describing the location of occurrences of endangered, rare, sensitive, or otherwise protected species shall be redacted and not widely distributed.
- Data collected (1) as part of graduate student research, (2) pertaining to or including a genetic sequence, or (3) otherwise determined at the discretion of the Denver Botanic Gardens may be withheld from distribution for a period prior to the publication of results.