Dene STEAM data policy outline (OCAP)

DRAFT for community review. Not adopted.

DRAFT outline only. This is not a finished policy, and nothing here has been adopted, signed, filed, or sent.

Use this as headings for a later community-reviewed policy. Each heading has only a short plain note. Fill every [TO FILL] with decisions from the Nation, Elders, and the people who take part. Do not invent Dene words, Elder names, or partner names. Do not use stereotypes.

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A lawyer, and the people responsible for language and cultural guidance, should review a full policy before it is adopted.

Purpose

This outline is about Dene language recordings, words, place names, photos, attendance and consent records, and other information gathered for Dene STEAM programs in Dillon / Buffalo River Dene Nation.

It supports the rule already stated in existing Dene STEAM materials: Recordings stay community-held and are never uploaded to AI companies.

Ownership

The community holds the language recordings and the word lists made for this work. Ownership does not pass to an outside funder, contractor, software company, or to Dene STEAM staff personally.

How formal title is held (for example, by the Nation, by a community archive, or by the Corporation on the community's behalf) is [TO FILL].

Control

Elders and the community guide what is collected, how it is used, how it is spelled, and whether it may be shared. An Elder can ask for a recording to be removed at any time.

The Corporation and its workers follow that guidance. They do not invent Dene words or change language content on their own.

Access

People who take part, and guardians of youth who take part, can ask what information is held about them or their child and how it is used.

Who else may hear or see a recording, and for what purpose, is decided in advance and is written in the consent record. Access is not implied by a grant, a partnership talk, or a visit.

Possession

Recordings and copies stay in community-held storage under the Possession principle. They are not parked on a personal phone, a staff laptop only, or a company's cloud account as the main copy.

The place of storage, and who holds the devices or media, is [TO FILL].

Recordings and AI

Recordings stay community-held and are never uploaded to AI companies.

This includes raw audio, edited audio, transcripts, and voice files used in program equipment. Community-held devices may play a recording locally without uploading it.

Consent, including youth and guardian consent

Collect and use language, photos, and personal information only with informed consent that is given freely and can be withdrawn.

For youth, obtain consent in the form required by law and by community practice, including guardian consent where that is required, and explain the activity in a way the youth can understand. Do not record a person who has not agreed. Consent records are kept with the books and program files: [TO FILL: where and for how long].

No sacred items

No sacred items or sacred teachings are placed on robots, trail markers, public displays, or online materials.

If a question arises about what is sacred or what should stay private, stop and ask Elders. Do not guess.

Storage

Store recordings and personal information on community-held devices or media that can be kept and backed up locally. Use access controls (for example, a password or a locked cupboard) appropriate to the material.

Note the storage location and backup location here: [TO FILL]. Do not use a public link, an open shared drive, or an AI tool as storage.

Who can access

Only people with a defined role may access recordings or personal information: [TO FILL: for example, a named language lead, a program coordinator, or an Elder who asked to review their own recording].

Access is for the stated program purpose only. When a role ends, access ends. Share logins or files only as this policy allows.

Retention and deletion

Keep recordings and records only for as long as the consent, the program, and the law require: [TO FILL: retention period].

If consent is withdrawn, or an Elder asks that a recording be removed, delete or return it from program devices and backups as soon as practical, and record that this was done. Keep deletion records with the program files.

Sharing requests

A request to copy, publish, lend, or otherwise share a recording or word list is decided by the community process set out here: [TO FILL].

No sharing happens without the consent required above. A funder report can describe the work in general terms without releasing recordings. Never share files with AI companies.

Breach response

If recordings or personal information are lost, stolen, left on an unsecured device, or seen by someone who should not have access, tell [TO FILL: who must be told] as soon as possible.

Contain the breach, record what happened, tell affected people and, where required, the Nation or others who must be notified, and change passwords or storage as needed. Write down the steps taken.

Review

Review this policy at least once a year, and sooner if a program or storage method changes, or if Elders or the community ask for a change.

Date of last review: [TO FILL]. Next review: [TO FILL]. A revised policy is a draft until the people named here adopt it: [TO FILL].