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Title:	Zone Transfer Policy		
Date Issued:			
Status:	DRAFT PROPOSED POLICY		

This policy is issued by the office of the Domain Name Commissioner on behalf of [InternetNZ](http://internetnz.org.nz), the Internet Society of New Zealand Incorporated.

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ZONE TRANSFER POLICY

Note: This is a draft policy only - for consultation and discussion. The current version of this policy is at http://dnc.org.nz/content/zone_transfer.pdf

SECTION A - POLICY

1. Statement of Purpose

- 1.1 This policy sets out the circumstances under which the .nz zone file may be released to third parties not directly involved in the management of the .nz registry and/or the .nz DNS. It also covers the process organisations need to follow if they wish to request the .nz zone file.
- 1.2 The general policy principle is that the interests and protection of registrants is paramount. The zone file will not be released to third parties unless there is sufficient reason to justify such release and where a public good associated with the proposed use of the information in the zone file can be demonstrated.

2. Background

- 2.1 InternetNZ has responsibility within New Zealand for the .nz domain name space ("DNS"), and maintains a shared registry system ("SRS") for the management of .nz domain name registrations and the operation of the DNS.
- 2.2 The SRS provides a single register for registering domain names and associated technical and administrative information. .nz Registry Services ("NZRS") operates the registry. The registration of domain names and modification of information associated with that name on the register can be effected only by authorised registrars. There is a competitive environment for registrations, with a number of registrars in the market.
- 2.3 The .nz register is the authoritative record for all .nz domain names. Domain names with the status of "Delegate=YES" are included in a process that populates all appropriate domain names to various domain name servers around the world, enabling internet users to access services utilising the domain names.

- 2.4 The process of the .nz register updating the various servers is called a zone transfer, with the collective information also referred to as a zone file. Information contained in the zone file consists of the domain name and the details of the servers hosting the domain name.

3. Release of the zone file

- 3.1 Zone files will not generally be released to third parties in order to protect registrants' privacy and interests.
- 3.2 Zone files will be released where it can be demonstrated that an exceptional reason exists and there is a clear public good aspect to the release of the information.
- 3.3 If an organisation wishes to receive a copy of the zone file, they need to make an application to the Domain Name Commissioner (DNC) on form ZTP1.
- 3.4 The application is evaluated, initially by the DNC, to determine whether sufficient reasons exist, including a clearly defined public good, as to why the zone file should be released.
- 3.5 Protection of registrants' rights and information (privacy) is paramount. Anything that may compromise registrants, or that may lead to a possible dispute, will result in a zone file application being declined.
- 3.6 Parties requesting the zone file will need to provide sufficient information to justify the release of the zone file.
- 3.7 Successful applicants will need to sign an agreement with InternetNZ, through the Office of the DNC, prior to any information being released. This agreement will reflect the information provided in their application and bind them to any conditions set. It will also cover their agreement for any investigations and possible sanctions should the conditions of their agreement not be met.
- 3.8 The Agreement will also cover the requirement to delete zone file data after use.
- 3.9 Should any breach of the agreement be proven, sanctions will be taken against the party. Possible sanctions include:
- 3.9.1 immediate cessation of receipt of zone file
 - 3.9.2 immediate cessation of publishing the zone file data or information derived from it
 - 3.9.3 permanent ban on receiving zone files for that organisation and any other person/organisation associated in any way with them
 - 3.9.4 formal complaints laid with any other appropriate agencies such as the Privacy Commissioner
 - 3.9.5 loss of any contracts with InternetNZ or associated organisations

4. General Information

- 4.1 If anyone has any questions regarding this document please email policies@dnc.org.nz

SECTION B - PROCESS

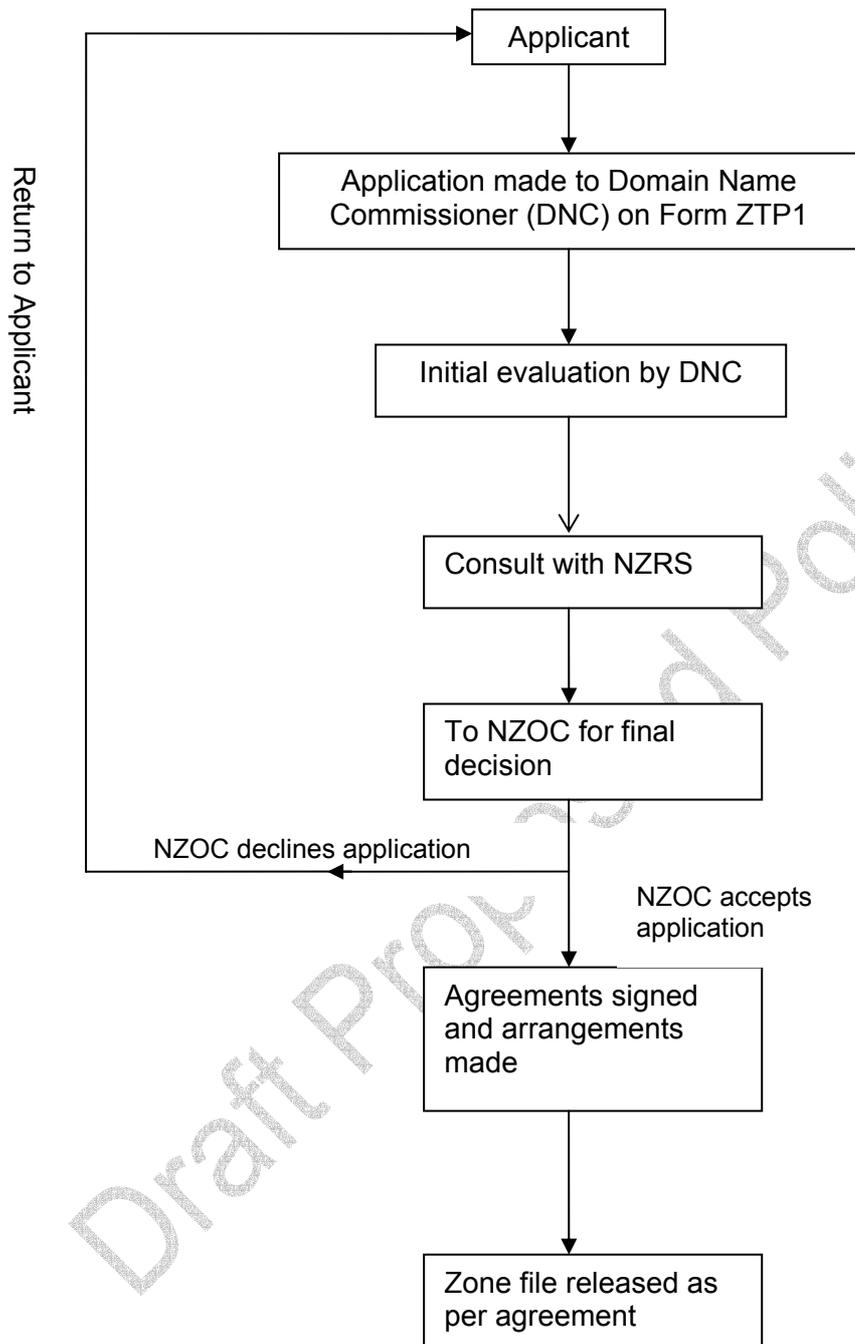
Process for requesting the .nz zone file

Note: A detailed process cannot be written until the general policy is agreed. Comment is welcome on how the process might work. Further consultation on the process will occur once the policy is agreed.

A possible process might be:

1. An application is made to the DNC on the required form
2. The application must contain sufficient information that it is clear what the information is required for and what the public good would be from releasing the zone file
3. Information required in the application would include, but not be limited to, the following:
 - 3.1. The reason for requesting the zone file
 - 3.2. What they will be using the information for
 - 3.3. Why they have to obtain the information from the zone file
 - 3.4. How often they want to receive the zone file and for what time the zone files will be required, i.e. a single file, up to a specified date or indefinitely
 - 3.5. How long after receipt of the zone file will information from it be publicly released
 - 3.6. What information will be made public
 - 3.7. What "public good" purpose the information will be put to
 - 3.8. What measures are in place to protect registrants' rights and information
 - 3.9. What, if any, privacy contracts etc the staff in their organisation, or any contractors, have signed up to
4. DNC evaluates application and decides if meets criteria
5. The DNC then consults with NZRS
6. The DNC will then refer the application to NZOC for a final decision
7. If approved, an agreement between InternetNZ, through the Office of the DNC, and the applicant is entered into
8. Once the agreement is signed, NZRS are advised and requested to release the zone file as per that agreed to

A draft diagram of this possible process:



Application Form for Release of Zone File**Form ZTP1**

Legal Name of Organisation:

Trading Name:

Contact Person:

Address:

Phone Number/s:

Business

Mobile

After Hours

Facsimile:

Nature of Business:

Reason for requesting the zone file:

What will the information be used for?

Why does the information have to be obtained from the zone file?

How often do you require the zone file?

How long after receipt of the zone file will information from it be publicly released?

What information will be made public?

Define what "public good" purpose the information will be put to:

What measures are in place to protect registrants' rights and information?

What, if any, privacy contracts etc have the staff in your organisation, or any contractors, signed up to?

Any other factors/comments?

Declaration

I,, of
organisation:

- declare that all the information provided in this application is true and complete
- agree that the DNC can make any inquiries necessary to confirm the nature of my business
- acknowledge that the registrants' rights are paramount and undertake to ensure that my organisation will protect those rights
- agree to be bound by an agreement reflecting this application
- agree to be subject to the .nz policies and procedures in respect of any investigation into a breach of any agreement signed, and accept that sanctions may result from any breach proven

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Signed

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Date

Draft Proposed Policy