ANGUS COUNCIL

OPEN DATA PUBLICATION PLAN

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Amendment Form

Version	Date	Brief Summary of Changes	Author
V01.1	03/01/19	Brief Updates and links checked	Angela Dunlop
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V01.1	19/02/2020	Minor updates	Angela Dunlop
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Contents Page:

1.   **Background**

The Scottish Government, Data Management Board proposes a Data Vision for Scotland in 2020 where:

- data is used to support the delivery of outstanding public services;

- citizens feel confident that personal data is being shared responsibly to create better and more responsive services which meet their individual needs;

- citizens readily know how to, and can access personal information held about them, allowing them to confirm accuracy and to choose if they wish to create their own personal data store;

- all data is leveraged to deliver best possible service delivery;

- when personal data is used in research, the safeguards to protect privacy operate effectively and efficiently;

- non-personal data held by the public sector is seen as a societal good (or resource) which is readily available and accessible for re-use, in a format which supports this;

- capability is enhanced to address data challenges and opportunities so that data can inform public service design and support economic growth;

- collaboration between business, research and the public sector will ensure that Scotland achieves this, and is internationally competitive;

- the public, private and third sectors and civil society are continuously engaged in debate to ensure the continued effective use of data.

To help achieve the Data Vision for Scotland by 2020, the **Scottish Government Open Data Strategy** was published in February 2015.

Making data open will support:

- accountability and transparency of delivery of public services;
- delivery of improved public services through public bodies making use of the data;
- wider social and economic benefits through innovative use of the data;
- Civic Engagement.
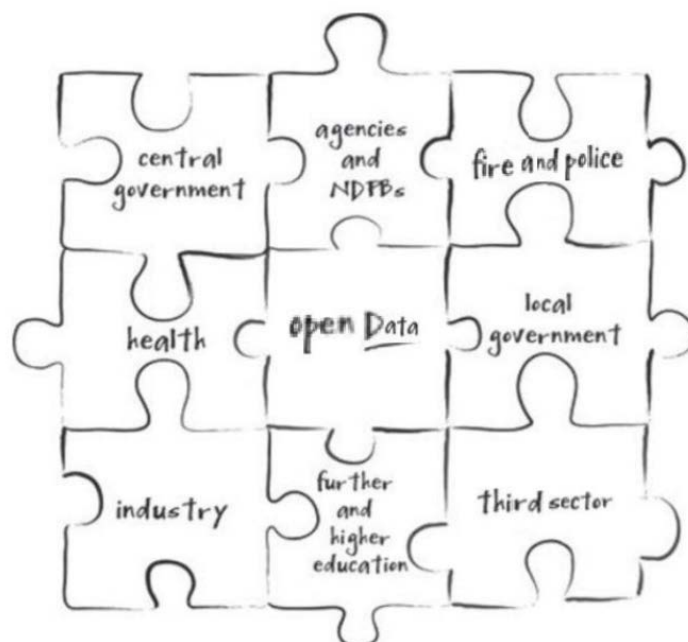
Over recent years there has been a move towards making more data available to others, such as the introduction of publication schemes and Freedom of Information requests.

It is noted that Open Data is not about personal data. The open release of any information that identifies an individual is contrary to the Data Protection Act, unless the individual had consented to the release.

Open Data is a natural evolution and, if built in to an organisation's information management structure, can become part of the business process.

Public authorities in Scotland are required to develop Organisational Plans by December 2015 and publish data in a minimum of ★★★ format by 2017 (see Accessibility and Usability section for further details).
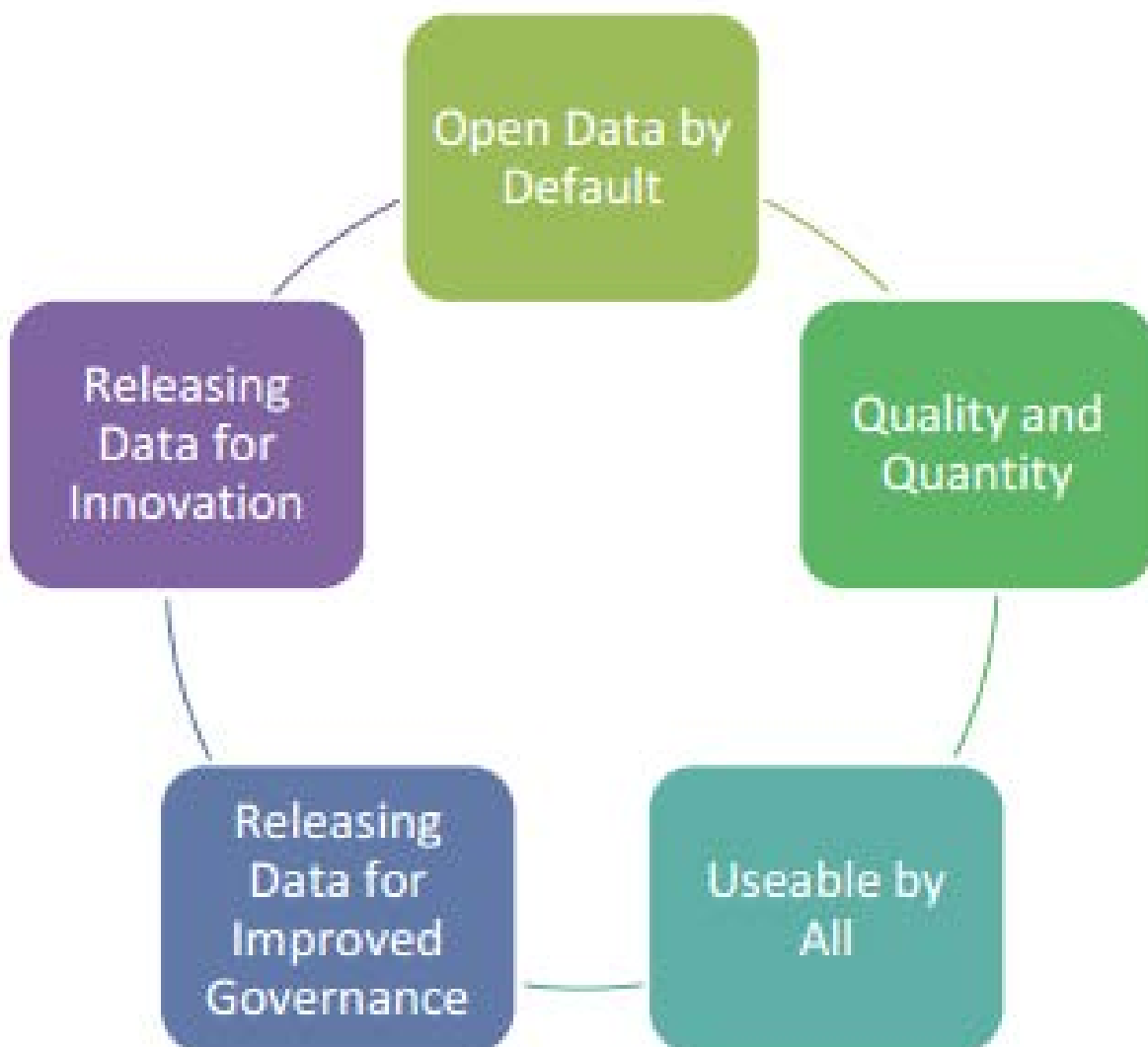
2.   Accessibility and Usability

To support reuse of data it is important to recognise that data can be made available in different formats. There is a universally recognised **5 ★ Schema** proposed by Sir Tim Berners-Lee for the deployment of open data:

★   PDF - available on the web (whatever format) but with an open licence;

★★   XLS - available as machine-readable structured data (e.g. excel instead of image scan of a table);

★★★   CSV - as (★★) plus non-proprietary format (e.g. csv rather than excel);

★★★★ RDF - all of the above plus, use open standards from WC3 (e.g. RDF (Resource Description Framework) and SPARQL (SPARQL Protocol and RDF Query Language) to identify things;

★★★★★ LOD - all of the above, plus links with council data to other people's data to provide content
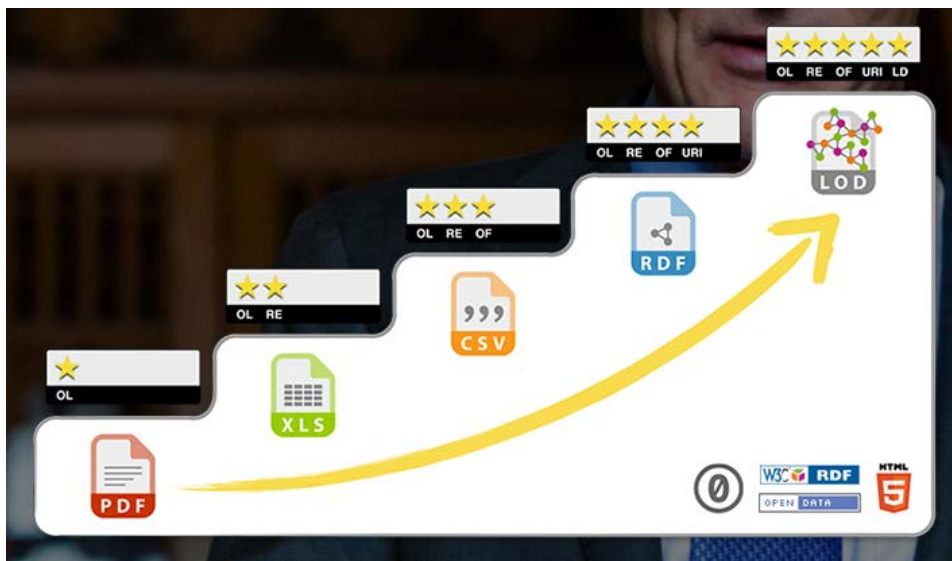
Source: **https://www.youtube.com/watch?v=zAruS4cEmvk&feature=youtu.be**

Angus Council will seek to publish the data as ★★★ csv and work towards, where appropriate, and where there is demand, offering it in higher star formats.

Further details of Schema guidance can be found by clicking on this link **Open Data - Schema Guidance.pdf**

3.   Licensing

Unless otherwise indicated, Angus Council's open data will be offered under the Open Government License (OGL) for public sector information, Creative Commons Attribution Share-Alike Licence and OS INSPIRE End User Licence.

Under the OGL "the Licensor" grant a worldwide, royalty-free, perpetual, non-exclusive licence to use the information subject to the conditions below.

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- identity documents such as the British Passport.

Further details on the OGL can be found by clicking on this link.
   Open Government Licence Details

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Further details on the Creative Commons Attribution Share-Alike Licence can be found by clicking on this link. http://opendefinition.org/licenses/cc-by-sa/

Spatial data is currently published under an OS INSPIRE End User Licence (https://www.ordnancesurvey.co.uk/business-and-government/public-sector/mapping-agreements/inspire-licence.html). This license restricts the use of data to personal, non-commercial use only.

4.   **Legislation**

There are a number of pieces of legislation which require public bodies to publish data. Existing legislation includes:

- Freedom of Information (Scotland) Act 2002
- Environmental Information (Scotland) Regulations 2004
- INSPIRE (Scotland) Regulations 2009
- The Re-Use of Public Sector Information Regulations 2015

5.   **Relevant Guidelines**

In 2011 the European Commission published its report European Commission Open Data which identified open data as an "engine for innovation, growth and transparent governance".

In addition, the report recognises that open data presents an opportunity for customers to better engage with the public sector and the development of policies and delivery of public services.

6.   Angus Council's Vision for Open Data

Angus Council recognises the value of data and has ambitions to responsibly make use of data to improve public services and deliver wider societal and economic benefits for all.

This strategy sets out the council's position on open data:

"Open data is data that anyone can access, use and share"

7.   Council Policy and Strategy Context

The council open data will be managed within the information governance framework of the following existing council strategies and policies:

Information Governance Strategy

Records Management Policy

The council will monitor and review how data is being used. This will drive how data will be presented and how the council will interact with data users.

8.   Principles

The council's provision of open data will be based on the following principles:

Delivery Principles

- Keep it simple and small
- Open by default
- Engage early and engage often
- Foster innovation
- Start with the customer's need
- Share expertise and experience
- Be transparent
- Address common internal fears and misunderstandings

Data Principles

- Release good quantities of high quality data
- Describe the data
- Make data freely available (with defined exceptions)
- Provide accessible data
- Allow reuse and redistribution
- Aim to publish linked data
- Ensure data is as up to date as possible

9. Management Arrangements

For an open data approach to be sustainable, strong governance is necessary. To support this, the council will implement the following initial management arrangements, whilst acknowledging that as open data is deployed, the arrangements will need to be reviewed to ensure they remain appropriate and functional:

Open data will be managed by the Team Leader - Information Governance reporting to the Chief Information Governance Officer.

The Information Governance Steering Group will be responsible for raising the profile of open data in the council and obtaining commitment from service areas.

The Team Leader - Information Governance will be responsible for the operational management of open data, including the implementation of the publication processes and regular reviews. Further responsibilities include:

- provide joined up strategic leadership for open data at the council, including challenging the council business areas to publish more data;

- ensure open data management processes are in place and being adhered to;

- ensure the Open Data Strategy remains valid and review the status of open data delivery against the strategy;

- ensure the commitment of appropriate resources to support the Strategy;

- ensure support for open data from council senior managers;

- ensure that, where possible, open data requirements are built into the requirements for new and upgraded systems, i.e. avoiding locked–in data that can only be accessed at significant extra cost;

- ensure that where appropriate, open data requirements are built into any third party contracting arrangements for services and systems;

- the Team Leader - Information Governance will report to the Information Governance Steering Group.

10. Publication Processes

Before any open data is ready for publication a robust set of processes require to take place:

- Check the legality of publishing the data
- Verify the source data is valid and accurate
- Consider the use of linked data
- Obtain approval for publication
- Consider the expected rate of change
- Check for similar existing council open data
- Identify the relevant data owner
- Confirm responsibility for ongoing maintenance of the data
- Identify the contact person for the data

- Decide on format for publication
- Consider alternative ways of making the data available
- Consider data protection implications
- Confirm spatial elements of any data and INSPIRE compliance
- Update the public council Open Data Catalogue
- Document any advice or additional information about the data
- Release the data
- Publicise the release
- Check the success of the release

The quality and quantity of the council's pending and published open data sets will be reviewed regularly as the approach to open data matures. Thought should be given to open data publication needs when developing new data sets or purchasing new systems.

11. Metadata

A key element of open data is metadata: the data that describes data. Metadata is important to assist in the discovery of data, and to ensure that the data is properly understood and used. The council will include the following actions to develop the metadata in its open data:

- for each dataset create metadata describing the data fields;

- consider the use of common keyword vocabularies;

- review metadata on a regular basis;

- conform to INSPIRE standards for geospatial data metadata.

12. Current Practices

Currently Angus Council publish metadata on SSDI which is then automatically harvested by data.gov.uk and displayed there. Through the metadata, the consumer can then access and view services (WMS) and download services (WFS). This is currently predominantly for spatial data but as the council makes more data openly available then they would be available from the page on the web site. Also, the data published on the SSDI and data.gov.uk is INSPIRE data and is published under an OS INSPIRE END USER licence (https://www.ordnancesurvey.co.uk/business-and-government/public-sector/mapping-agreements/inspire-licence.html).

Open data will be published using web services from http://opendata.angus.gov.uk/ and CKAN is the data management system that makes data accessible by providing tools to streamline publishing, sharing, finding and using data.

13. **Keeping Data Current**

   The council will implement appropriate and sustainable ways to ensure open data is kept up to date and reflects changes in the source data.

14. **Data Presentation**

   For every dataset there will be an appropriate format or formats which will facilitate the most effective re-use of the data.

15. **Open Data Register**

   The council will maintain a registry file, master data register that lists key details of all published data.

16. **User Engagement**

   For the true value of open data to be realised the council's open data needs to be visible to actual and potential users of the data, and that users understand the council's approach to open data.

GLOSSARY

SSDI	The Scottish SDI Metadata Catalogue (SSDI) underpins the coordinated and regulated publishing of Scottish public sector spatial data to the INSPIRE and UK Location specified standards
WMS	A Web Map Service (WMS) is a standard protocol for serving (over the Internet) georeferenced map images which a map server generates using data from a GIS database. The Open Geospatial Consortium developed the specification and first published it in 1999
WFS	In computing, the Open Geospatial Consortium Web Feature Service Interface Standard (WFS) provides an interface allowing requests for geographical features across the web using platform-independent calls.
INSPIRE (data)	European Directive 2007/2/EC is known as 'INSPIRE'. INSPIRE establishes an infrastructure for spatial information in the European Union and it was transposed into UK law in December 2009
OS INSPIRE END USER	Allows public sector members to release Licensed Data in order to meet your INSPIRE obligations
CKAN	CKAN is a powerful data management system that makes data accessible – by providing tools to streamline publishing, sharing, finding and using data.