



COUNCIL POLICY C-IS01

Open Data Policy

Prepared By: Information Services

Council Approval Date: January 9, 2017

Effective Date: January 9, 2017

References:

Previous Revision Date: New

Function:

LS Review Date: November 24, 2017

PURPOSE

To provide open data to the public in an effort to deliver exceptional customer service, increase transparency, promote innovation, stimulate citizen engagement opportunities, and encourage collaboration.

POLICY STATEMENT

Parkland County is committed to being open and transparent by opening data to the public wherever possible, taking into account financial, legal, legislative, and privacy constraints. Open data will be released in an electronic format that allows the public to interpret, analyze, and development applications for the benefit of all.

DEFINITIONS

The following definitions and interpretations apply in this policy:

- Data - factual information, such as measurements or statistics that can be utilized and processed for reasoning, calculation, or analysis to derive meaning. The data is machine readable and includes associated metadata.
- Dataset – a collection of raw, non-manipulated, machine readable data usually presented in tabular form with associated metadata.
- Machine readable data – data that can be translated or processed by a computer in order to provide meaning for the end user. Examples of machine readable data include xml or html.
- Metadata – descriptive information provided with a dataset such as, date of last update, capture method, projection, accuracy, author, and description.
- Open data – structured data that is machine readable, freely shared, and can be utilized without restriction. The data is easily accessible, can be redistributed, and can be used by everyone.

SCOPE

This open data policy applies to all Parkland County employees for the benefit of the public and Parkland County residents.

RESPONSIBILITIES

Information Services, through the Geographic Information Services (GIS) group, is responsible for the administration and management of the open data program. The GIS Manager will ensure that the policy is

reviewed annually and that the open data program is run efficiently and is useful for the public. Further, the GIS Manager is responsible to evolve and grow the open data program as needed, subject to following the guidelines.

STANDARDS/GUIDING PRINCIPLES

1. **Completeness** – Datasets must be as complete as possible while complying with legislative obligations regarding the release of personal information, proprietary, or other confidential information.
2. **Original Source** – Datasets include original source data with data collection methods documents. Necessary changes to datasets must be documented.
3. **Timeliness** – Datasets will be published as soon as possible.
4. **Accessibility** – Datasets are to be easily accessible online in an open data catalog.
5. **Machine Readable** – Datasets must be machine readable to the public can create applications using the data for new services, research, or analysis.
6. **Non-discrimination** – Datasets are available to everyone, with no requirement for registration.
7. **Non-proprietary** – No entity has exclusive control over the datasets.
8. **License-free** – Datasets are not be subject to any copyright, patent, trademark, or trade secret regulation.
9. **Preservation** – Datasets must remain available online, with appropriate version tracking and archiving over time where applicable and available.
10. **Fees** – Datasets in the open data catalog are provided at no cost to the public.

ATTACHMENTS

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"Schedule 1"

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Versioning

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