



# INFORMATION MANAGEMENT AND SECURITY STANDARD

## Open Data

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Approved By: Information Management Security Governance Committee  
Effective Date: 2022/03/01  
Next Revision Due: 2025/03/03  
Department / BU: Collaboration, Analytics & Innovation

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### GENERAL

This Standard is an extension of the Information Management and Security Policy. Consequences of non-compliance with this Standard on meeting user needs are outlined in the Policy.

### PURPOSE

The purpose of the Open Data Standard is to remove barriers and outline the principles, roles and responsibilities by which The City of Calgary ("The City") Data is made available to the public as open, valuable, machine-readable Datasets.

### SCOPE

This Standard applies to all Unrestricted Information Assets that are within the scope of the Information Management and Security policy.

### DEFINITIONS

In this administration Standard:

**"Data"** means any facts, concepts, quantities, characters or instructions being stored and transmitted in electronic formats.

**"Dataset"** means a collection of related sets of Data.

**"Information"** means any collection of Data that is processed, analyzed, interpreted, classified or communicated in order to serve a useful purpose, present facts or represent knowledge.

**“Open Data”** means the practice requiring that certain Data be made freely available to the public, in machine readable format without restrictions from copyright, patents or other mechanisms of control.

**“Open Data Standards”** means documented, reusable specifications that help people and organizations to publish, access, share, and use better quality data.

**“Open Data Portal”** means the platform of data.calgary.ca which allows users access to collections of open data.

## **STANDARD DETAILS - CLAUSES AND SUBCLAUSES**

### **1. OPEN DATA PRINCIPLES**

Adopted from The International Open Data Charter, The City’s Open Data program has six principles that form the foundation for access, release and use of Open Data:

- Open by default;
- Timely and comprehensive;
- Accessible and usable;
- Comparable and interoperable;
- For improved governance and citizen engagement; and,
- For inclusive development and innovation.

### **2. PRINCIPLES OF PUBLICATION**

In accordance with the Open Data Principles, subject only to certain restrictions, The City’s Data and Information is open, available, reusable and provided at no cost to the public, including individuals, businesses and organizations.

- Datasets must:
  - Remove all personal identifiable Information; and,
  - Mitigate risks including, but not limited to privacy and security.
- Datasets should:
  - Be kept up-to-date, and timely;
  - Be automatically updated;
  - Be authoritative using original machine-readable Data directly from the source; and,
  - Conform to Open Data Standards.
- Publication of Datasets will be prioritized to:
  - Meet public requests;
  - Increase transparency;
  - Enhance services for citizens; and,
  - Increase public participation in government.

- The source Data or the Information from public-facing maps, documents and other information accessible on public websites should simultaneously be made available through the Open Data Portal.

### **3. THE OPEN DATA LICENCE**

The Open Data Portal licence is based on the Open Government Licence – Canada which was developed by the Government of Canada. The Open Government Licence - City of Calgary applies to all City of Calgary published Datasets on the Open Data Portal. With approval by Collaboration, Analytics & Innovation, the licence can be used outside of the Open Data Portal.

The principles of the licence are:

- No warranty. Datasets are provided as is;
- Users can use the datasets as they wish; and,
- Acknowledgement of The City of Calgary as the Data source is required.

### **4. RESPONSIBILITIES**

Collaboration, Analytics & Innovation (CAI) is responsible for:

- Managing the Open Data Portal and advocating that published Data meets the principles identified in this Standard;
- Collaborating with The City staff to propose Datasets to release on the Open Data Portal. Criteria to consider includes, but is not limited to:
  - Submitted Open Data requests;
  - Comparables from other jurisdictions; and,
  - Improvements to internal efficiencies.
- Reviewing Open Data requests with affected business units;
- Responding to public requests for new Datasets;
- Coordinating with City Clerk's (Access and Privacy section) and Corporate Security and Safety to ensure privacy by design and secure by design principles are being followed when releasing Open Data;
- Approving the use of the Open Data Licence outside of the Open Data Portal;
- Reporting program updates to the Information Management and Security Governance Committee; and,
- Submitting applications to annual municipal benchmarking and reporting (for example, the Open Cities Index).

City employees and Information Stewards are responsible for:

- Collaborating with CAI to publish Open Data. This may include:
  - Responding to CAI in a timely manner to assist with proposed Datasets and public requests;

- Preparing and publishing Datasets via the Open Data Portal which meet the principles identified in this Open Data Standard;
- Maintaining the published Datasets to ensure that the Data is up-to-date to preserve the value, quality and format; and,
- Communicating with CAI prior to any changes to the Data source, breadth and format to maintain continuity and availability of Data.
- Proactively identifying Datasets to be published on the Open Data Portal.

Access and Privacy is responsible for reviewing and making recommendations for mitigation for Datasets with privacy considerations.

Corporate Security and Safety are responsible for reviewing and making recommendations for mitigation for Datasets with security considerations.

## RESOURCES

## REVISION HISTORY

| Review Date | Description  |
|-------------|--------------|
| 2022/03/01  | New Standard |