# Open Data Process Worksheet

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| **Identify** | | | | |
| Dataset Name |  | | | |
| Business Unit |  | | | |
| Description |  | | | |
| **Roles** | | | | |
| Identify Data Authority (Name & Title) | | |  | |
| Identify Subject Matter Expert (Name & Title) | | |  | |
| **Value** | | | | |
| Government Value Public Value 🞎 Criminal Value  🞎 supports strategic goals 🞎 public demand  🞎 comparable with jurisdictions 🞎 stimulates development, industry  🞎 sharing efficiencies & policy 🞎 empowers business/citizens  🞎 other……………………………………….. 🞎 research or industry efficiency | | | | |
| **Third Party Rights** – Are there | | | | |
| 🞎 Intellectual Property Rights 🞎 Copyright 🞎 Terms and Conditions | | | | |
| If yes, what terms can data be released, if any? | | | | |
| **Classify** | | | | |
| **Data Security Markings** – is data marked as | | | | |
| 🞎 Security Protected 🞎 Sensitive: SA Cabinet 🞎Sensitive: Legal 🞎Sensitive: Commercial  🞎 Sensitive: Medical 🞎Sensitive: Personal 🞎Sensitive: ………………………………….…..(Detail Act)  🞎 **Public** – Eligible for open data  🞎 **Reclassified as** Public– subject to the following  🞎 Release of data caveat until / / 20 or……………………………………………………...  🞎 Protection techniques mitigate security or privacy risks (sample provided)  Protection instructions or decisions to note :  🞎 Executive Peer Review completed  🞎 Agency ITSA consulted in reclassification | | | | |
| **Responsible Information Sharing** | | | | |
| **Availability classification:** 🞎 A1 🞎 A2 🞎 A3 🞎 A4 | | | | |
| **Integrity:** 🞎 High Quality 🞎 Reasonable Quality 🞎 Poor Quality  Quality improvement required in: 🞎 timeliness 🞎 coherence 🞎 accuracy 🞎 interpretability  Decisions to note:  **Integrity Classification**  🞎 I1 🞎 I2 🞎 I3 🞎 I4 | | | | |
| **AusGOAL Classification** | | | | |
| 🞎 CC-BY - Preferred | | 🞎 CC-BY ND | | 🞎 CC-BY NC ND |
| 🞎 CC-BY SA | | 🞎 CC-BY NC | | 🞎 CC-BY NC SA |
| Reason for more restrictive license: | | | | |

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| **Approach** |
| 🞎 Identify Data Manager (Name & Title)  🞎 Data Manager consulted to ensure ongoing support |
| **Open Format** |
| Formats data is to be released in:  🞎 csv 🞎 xlm 🞎 kmz 🞎 API 🞎 Other…………………………  🞎 txt 🞎 shp 🞎 Json 🞎 Native/raw data …………………………..  🞎 html 🞎 kml 🞎 gml 🞎 RSS |
| Format Transformation instructions: Notes to Action |
| **Frequency of Release** |
| 🞎 Daily 🞎 Weekly 🞎 Monthly 🞎 Yearly 🞎 Quarterly 🞎 As required |
| Person (include position title) or process responsible for datasets ongoing release and maintenance: |
| **Data Delivery Method** |
| 🞎 Hosted on Data.SA (Manual publishing)  🞎 Linked to agency portal, data service or automation service  Refresh process 🞎 Automated delivery 🞎 Manual delivery  Details/comments of data delivery and refresh method: |
| **Data Distribution Services** |
| Is dataset a candidate for a data distribution service? 🞎 Yes 🞎 No  Detail/comments data distribution agreement: |
| **Approve** |
| **Data Authority** |
| Name:  Title:  Date:  Signature: 🞎 Approved / 🞎 Not Approved |
| **Data Advocate** |
| Name:  Title:  Date:  Signature: 🞎 Approved / 🞎 Not Approved |
| **Publish and Maintain** |
| 🞎 Prepare current version of data. Apply format transformation and/or protection techniques |
| 🞎 Interpretative Metadata Provided |
| 🞎 *Data.SA Publishing Content Summary* prepared |
| 🞎 Native Data Provided |
| 🞎 Dataset checked once published |
| Decisions to Note: |
| **Data Coordinator to file completed Open Data Process Worksheet** |