# 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 QualityQuality 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 serviceRefresh 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 🞎 NoDetail/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** |