



OPEN DATA POLICY

This policy is owned by Devon Community Foundation. It was first published in August 2018 and is version 1. This policy is published under [Attribution-ShareAlike 4.0 International \(CC BY-SA 4.0\)](#) and based on version 2.0 of the [Open Data Policy](#) on GitHub.

This open data policy relates to our policies on data protection and privacy.

Feedback should be provided via info@devoncf.com.

Open data context

What is open data?

We subscribe to the following definition of open data:

- Open data is data that can be freely used, reused and redistributed by anyone.
- It is subject only, at most, to the requirement to attribute and sharealike.
- Open data is the building block of open knowledge.
- Open knowledge is what open data becomes when it's useful, usable and used.

Why open data?

We are committed to building a strong community and voluntary sector in Devon. We believe one way we can do this is by making our actions transparent when we publish our activities as open data.

Our open data goals

When publishing data about our work, we have three main aims:

- That our data is open, useful, meaningful and accessible.
- That we publish data that brings value, provides ongoing dialogue and discussion to those building a stronger community and voluntary sector.
- That we provide regular narrative and understanding to the stakeholders.

In this context, we aim to operate an open data practice that is robust, and leads to greater engagement on the issues faced by the community and voluntary sector in Devon and elsewhere.

Our open data commitments

When considering open data, we commit to the following:

We will publish data openly

- We will publish data on key aspects of our activities in an open and accessible manner.
- We will update this data regularly and in a timely manner.
- We will provide documentation and descriptions of the data we publish, including a licence.

We will use open data

- We will analyse, use and discuss our own data.
- We will use other openly available datasets to provide insight into issues facing the sector.

We will support those using our data

- We will be open to queries and feedback.
- Where appropriate, we will respond accordingly.

We will support the sector with open data

- Where possible, we will champion the publishing and use of open data in the community and voluntary sector in Devon.

This policy provides information relevant to each of these commitments.

Our open data principles

The act of providing open data is to publish and share. We understand that this involves responsibility and due diligence. When we publish data openly, our aim is to ensure it is of a high enough quality to be accessed, used and understood. It is the intention of this policy to reduce potential issues that make data less useful. These principles should be read alongside our open data workflows and checklists (below).

Principle:	Our open data will respect individuals' privacy.
Best practice:	We will ensure our open data is free from information that can be used on its own or with other information to identify a living person, as outlined in the ICO code of practice .

Principle:	Our open data will be comprehensive.
Best practice:	We will always quality assure our data, in terms of the level of completeness and readiness for publication. We will not knowingly publish incomplete data.

Principle:	Our open data will be relevant, consistent and succinct.
Best practice:	We will consider the scope, spread and consistency of our data. We will detail the nature, scope and purpose of our open datasets in a release document.

Principle:	Our open data files will accessible.
Best practice:	We will publish our data in workable-sized files, in commonly used file formats. We will avoid unexplained jargon, acronyms and abbreviations. Where possible we will use commonly available references and will provide explanatory guidance notes.

Principle:	Our open data will be appropriately licenced.
Best practice:	We will always issue an open licence with our open datasets. We will not publish data that is subject to a restrictive licence. If the data contains any material derived from other sources, we will indicate this clearly.

Principle:	Our open data will be up-to-date and accurate.
Best practice:	<p>We will always provide regular and timely updates to relevant open datasets.</p> <p>We will act to remove or replace published open data where mistakes have been identified</p>

Principle:	We welcome feedback and discussion about our open data.
Best practice:	<p>We will always make it clear how to provide feedback on our open data, and where appropriate, publicly document our actions. We will not publish data without a feedback mechanism.</p>

Principle:	We will use our own open data.
Best practice:	<p>We will use our own datasets in internal and external channels – providing commentary, analysis and insight.</p>

Principle:	We will use other relevant open data.
Best practice:	<p>We will act to utilise other openly available datasets in our work. We will always provide clear attribution and guidance to the source of the data, and any actions we may have taken.</p>

Last reviewed: August 2018
