



# Open Data Policy

## Preface

The Open Data Policy outlines the principles, roles and responsibilities related to Ganaraska Region Conservation Authority's (GRCA's) efforts to make information, and data readily available in machine readable format for any use. The Open Data Policy supports GRCA's Strategic Plan goals to Explore, Lead, Learn and Evolve.

### Share The Knowledge:

- To Explore is to Value Knowledge: Knowledge has power. We value up to date knowledge and the wisdom of our staff and others. We are committed to working with others to build knowledge through research and information sharing.
- To Learn is to Value Collaboration: We value the input of others. We listen and we learn from those who have an interest in how we carry out our responsibilities. We are a solution-focused organization. We promote teamwork because we value our partners and our partnerships.
- To Lead is to Value Excellence: We value honesty, openness and accountability. We will focus on being accountable to ourselves and to one another. We are committed to service and business excellence and we will be driven to earn the trust of those we serve.
- To Evolve is to Value Innovation: Innovation comes from knowledge and critical thinking. Leading edge organizations are those that emphasize learning and focus on what they can do to foster a culture of innovation. We encourage innovation in order to continuously improve.

GRCA routinely gathers information in the research it has done; this gathering is funded publically so GRCA feels an obligation to make it publically available. GRCA wants to expedite and facilitate making this collected information readily accessible so that it may be put to use.

## 1. Purpose

The purpose of this policy is to provide –guidance and direction to staff on making information available using an open data system for GRCA as a whole. The Open Data Policy is to set the protocols by which GRCA information and data are made available to the public.

GRCA may publish information and data online to improve transparency and public participation, enhance access to GRCA services, and ultimately strengthen transparency and contribute to a healthier and more sustainable region.

## 2. Authority

This policy may be updated, revised or rescinded by the Authority.

## 3. Scope

This policy applies to all data and information aspects of GRCA's business.

## 4. Policy Statements / Action Items

### 4.1. Guiding Principles

4.1.1. GRCA will share information and data while adhering to rights of privacy, security and confidentiality and GRCA's commercial interest, as identified in the Conservation Authorities Act, the Municipal Freedom of Information and Protection of Privacy Act and other legislation, as applicable.

4.1.2. GRCA will identify existing and potential information and data for release as part of the policy which includes new and existing data sets, publication of information and data, and maintain legacy data and information as per GRCA's Draft Records Management Policy.

4.1.3. GRCA will endeavor to make information and data available in a timely manner.

4.1.4. Use of data by external parties is subject to the conditions of use outlined in a Data Sharing Agreement. Corporate Services is responsible for management of records for open information and data release, awareness, training and issue resolution, and for maintaining the Open Data License.

## 5. Audit Compliance

Procedures and guidelines pursuant to the Open Data Policy shall be developed to ensure audit implementation compliance. Supervisors are accountable for ensuring compliance with this policy.

Where supervisors determine they cannot comply with their roles and responsibilities outlined in the Open Data Policy they shall bring their non-compliance issues to the GIS/IT Coordinator for review. The GIS/IT Coordinator will recommend a course of action.

## 6. Definitions

**Data** - facts and statistics collected together for reference or analysis.

**Data set** - a collection of raw, non-manipulated data usually presented in tabular form with associated metadata, and which is machine readable.

**Data Sharing Agreement** – a document that identifies the terms and conditions upon which GRCA data may be used and distributed – including an appropriate disclaimer and requirement for acknowledgement of the source of the shared data.

**Information** - Information is data that has been converted into a meaningful and useful context, usually in the form of a document, web application, video or some other media file.

**Open Data** - data that can be freely used, reused and redistributed by anyone - subject only, at most, to the requirement to attribute and share alike.

**Open Information** – documents and other information not considered data that can be freely used, reused and redistributed by anyone - subject only, at most, to the requirement to attribute and share alike.