**Ministry Policy on Data Sharing**

|  |  |  |  |
| --- | --- | --- | --- |
| Policy number |  | Version |  |
| Drafted by |  | Approved by Minister |  |
| Responsible person |  | Review date |  |

**Introduction**

## The data held by *[insert name of Ministry]* can be a valuable resource that helps to grow the economy, protect the environment, improve services and produce better policy outcomes.

## The *[insert name of Ministry]* recognises the key role of properly managing data for the benefit of *[insert name of country]*.

**Purpose**

The purpose of this policy is to:

## encourage the free exchange of data within the *[insert name of Ministry]*, with other government agencies within *[insert name of country]* and with the public, as appropriate

## ensure that sensitive information (including commercially sensitive data) held by the *[insert name of Ministry]* is not compromised.

## **Ambit of Policy**

## This policy applies requests for data held by the *[insert name of Ministry]*.

## **Definitions**

## Closed data is data that contains information that is sensitive, including data that contains personal information or is commercially sensitive.

## Data includes all information collected by government agencies for any purposes including government administration, research or service delivery. It includes but is not limited to data is defined as including but not limited to all datasets including maps, reports, statistics, and surveys (including backups, archive copies and derived data) in whatever format they are held (excel, numbers, pages, pdf, word etc) and whether in hard or soft copy.

## Personal information means information or an opinion about an individual (whether living or dead) whose identity is apparent or can reasonably be ascertained from the information or opinion but does not include a person’s name and non-personal contact details that reveals nothing more than the fact that the person was engaged in the exercise of public functions.

**Policy**

Classification of data

All data should be classified as either

* public with attribution
* inter-agency
* closed

## Public with attribution

## Public with attribution data is publicly available on the data portal and should also be freely shared within the *[insert name of Ministry]* and with other government agencies.

Inter-agency

## Inter-agency data should be freely shared within the *[insert name of Ministry]* and with other government agencies.

## Closed

## Closed data should only be shared with the permission of the Minister or delegate. Only metadata will be accessible on the portal.

**Procedure**

Uploading data and making of request

## Environmental data should be uploaded by *[insert name of Ministry]* to the online data portal in a timely manner and with the appropriate license level specified. Sensitive data – including information that could be used to identify an individual – must be carefully vetted per ministry requirements before storing on the data portal.

## Requests for data not specified as open and held by *[insert name of Ministry]* shall be in writing and in accordance with Form 1 to this policy.

Dealing with request

## No requests are required for public with attribution data as this data is already publicly available on the portal.

## Inter-agency data should be uploaded to the data portal when approved for use, and will be immediately available for use by approved users at that time. For public requests, a decision should be made as quickly as possible.

## A request for closed data should be granted on a case-by-case basis and only when the Minister or delegate is satisfied that the information is necessary for the performance of a public function and that the personal information or commercially sensitive information can be removed or covered.

**Use of data**

## An employee of *[insert name of Ministry]* shall only use the inter-agency and closed data obtained under this policy for internal working purposes.

## If an employee wishes to use the data for other purposes, separate permission must be sought.

**Review**

## This policy shall be reviewed every two (2) years.

**Form 1**

## I *[insert full name of officer]*, of *[insert name of division or branch]* request the following information:

## \_\_\_\_\_*[provide sufficient details to properly identify the information]*\_\_\_\_\_

Date \_\_/\_\_/\_\_\_