OPEN DATA POLICY

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Revision History:

Version	Author	Date	Revision
1.	DI&GIS	September 2014	First Policy
2.	DI&GIS	October 2015	Revised Policy v.1
3.	DI&GIS	December 2015	Revised Policy v.2
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This document has been reviewed by:

	Reviewer	Date Reviewed
1.	DI&GIS	September 2015
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3.	City Departments	November 2015
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This document has been approved by:

	Name	Date Approved
1.	City of Cape Town	26 May 2016

DEFINITIONS AND ABBREVIATIONS

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'City'	means the City of Cape Town, a municipality established by the City of Cape Town Establishment Notice No. 479 of 22 September 2000, issued in terms of the Local Government: Municipal Structures Act, 1998, or any structure or employee of the City acting in terms of delegated authority;
'Open data'	means data that can be freely used, shared and built-on by anyone, anywhere, for any purpose;
'Open format'	means open standards which are publicly and freely available to store and transmit documents, information;
'Data Sets'	means a collection of related sets of information that is composed of separate elements but can be manipulated as a unit by a computer;
'Machine Readable'	means data published is in a standard computer language and structured in such a way that can be understood by a computer;
'Big Data'	means large data sets, the volume, velocity and variety of which is beyond the capacity of standard database tools to capture, store, manage and analyse.
Open Data Steering Committee (also Referred to in policy as 'the Committee')	Committee established as per Section 7 of the Policy
GIS	Geographic Information System
DI&GIS Department	Development Information and Geographic Information Systems
IS&T	Information Systems and Technology Department
ECAMP	Economic Areas Management Programme
DIRC	Development Information Resource Centre
SPU	Strategic Policy Unit
IDP	Integrated Development Plan

1. PROBLEM STATEMENT

1.1 The role played by data in the economy and society is changing. The growth of the internet and the rise of big data mean that access to large data sources in a usable form is an increasingly important feature in open and competitive economies.

1.2 Innovators and entrepreneurs are using these large data sets to design new kinds of products, enhance their competitiveness, build social capital and engage in civic life.

1.3 The City generates a significant amount of data that is useful to citizens. However, this information is often hidden from view in line department archives or is difficult to access. Various data access policies and procedures within the organisation similarly impede public access to information.

1.4 The City and its agencies have numerous websites and portals. However, these are often not user-friendly and the information they contain is sometimes out of date and not in machine readable format.

2. DESIRED OUTCOMES

2.1 The City aims to establish and incrementally populate a single online open data portal for information and data generated by the organisation that is free and accessible to members of the public.

2.2 The open data portal will assist citizen engagement with the City by making it easier for members of the public to access data. Enhancing transparency will empower citizens to hold the City to account.

2.3 The portal aims to make available information that is useful and empowering to citizens and that can enable innovative entrepreneurial activity.

3. STRATEGIC INTENT

3.1 The policy supports the 'Well-run City' pillar of the IDP and specifically objective 5.1: The transparent government programme.

3.2 The policy supports the 'Opportunity City' pillar of the IDP and specifically objective 1.1: Create an enabling environment to attract investment that generates economic growth and job creation.

3.3   The policy supports the Economic Growth Strategy programme on prioritising competitiveness in City business improvement initiatives, specifically where this relates to governance and oversight and improving the competitiveness of the broader economy of Cape Town.

4.   POLICY PARAMETERS

4.1   The policy applies to all line departments in the City of Cape Town. The primary implementing department will be DI & GIS.

4.2   Initially, the open data portal will focus on providing information in machine readable form to the public based on the following data sources:

    a. Economic areas management programme (ECAMP) data;
    b. Development information resource centre data;
    c. Links to GIS viewers;
    d. Links to the planning portal;
    e. Data that is currently only available on the City intranet (such as environmental, planning, community facilities and infrastructure-related data) that the Open Data Steering Committee considers appropriate for dissemination;
    f. Further information the Steering Committee considers appropriate for dissemination;
    g. Statistical reports and underlying data; and
    h. Departmental information and reports that are already publically available.

4.3   The data available on the portal will exclude the following:

4.3.1   Third party data that is copyrighted or where the third party owner has prohibited the City from publishing the data;

4.3.2   Information that discloses private information or in any way infringes on the privacy of individual citizens;

4.3.3   Information that exposes the City to unacceptable risk;

4.3.4   Information that the City is not legally permitted to disclose;

4.3.5   Confidential information; and

4.3.6   Any other content that is determined to be inappropriate by the Open Data Steering Committee.

5. ROLE PLAYERS AND STAKEHOLDERS

5.1 The principal role-players will be DI&GIS who will be responsible for establishing and administering the open data portal. Further key role-players will be:

5.1.1 City officials designated by the respective line managers to be responsible for collating and publishing data to the portal;

5.1.2 City line managers responsible for signing-off on data and information released from their department; and

5.1.3 The Open Data Steering Committee (established as per Section 7) that is responsible for considering and determining the appropriate content categories for the open data portal and for vetting all content submitted for publication on the portal.

5.2 Key stakeholders include, but are not limited to, the following:

5.2.1 The Mayoral Committee members and relevant Portfolio Committees responsible for oversight of the corporate services and economic development functions respectively

5.2.2 The Western Cape Government;

5.2.3 Other public entities, including agencies and Special Purpose Vehicles funded by the City, which can use or contribute content to the open data portal; and

5.2.4 Private organisations and citizens.

6. REGULATORY CONTEXT

6.1 Cognisance of the following national law and policy should be taken when interpreting and executing this policy:

a. The Constitution of the Republic of South Africa, 1996
b. Promotion of Access to Information Act, 2000 (Act No.2 of 2000);
c. National Integrated ICT Policy Review
d. Local Government: Municipal Systems Act, 2000 (Act No.32 of 2000);
e. Local Government: Municipal Structures Act, 1998 (Act No.117 of 1998);
f. Local Government: Municipal Finance Management Act, 2003, (Act No.56 of 2003); and
g. Protection of State Information Act, 2013 (Act No.43 of 2013).

6.2 The following existing City policies apply to the management of data and information technology, but are not limited to:

    a. City of Cape Town Data Centre Policy;

    b. IS&T Access Control Policy;

    c. Electronic Communications Policy;

    d. Email Usage Policy;

    e. Email Archive Policy;

    f. Internet Usage Policy;

    g. Policy for CityDocs Usage;

    h. Corporate Anti-virus Policy;

    i. MS Access Database Usage Policy;

    j. Password Management Policy;

    k. Sharepoint Usage Policy;

    l. Software Asset Management Policy;

    m. Scanning Policy;

    n. Policy for the Hosting of Multi-user Non-relational Database Applications; and

    o. Wireless connectivity for mobile devices policy

    p. Policy on Confidential Meetings of Council and its Committees

7. POLICY DIRECTIVES

7.1   a. The Open Data Steering Committee is hereby established.

    b. The members of the Open Data Steering Committee will serve for three years after which the membership of the committee will be reviewed.

7.2 The Committee is responsible for:

7.2.1 Considering and determining the relevant content categories for the open data portal;

7.2.2 Vetting data and information requested by the public or submitted by line departments for publication on the open data portal against the exclusion criteria stipulated in Section 4.3 of this policy, and approving the publication of vetted datasets on the portal; and

7.2.3 Considering existing data on the portal against the exclusion criteria stipulated in Section 4.3 of this policy and reviewing the publication of these datasets if necessary

7.3 The Open Data Steering Committee will be chaired by the Mayoral Committee member responsible for corporate services and include representatives from:

7.3.1 DI&GIS

7.3.2   IS&T;

7.3.3   Trade and Investment;

7.3.4   Corporate Services and Compliance Directorate;

7.3.5   Energy Environment and Spatial Planning Directorate;

7.3.6   Tourism Events and Economic Development Directorate;

7.3.7   Legal Services Department;

7.3.8   Transport for Cape Town; and

7.3.9   Utility Services Directorate.

7.4   The Open Data Steering Committee shall co-opt two external representatives from relevant sector bodies or civil society groups. The external representatives will serve for the three-year term of the Committee.

7.5   External members will be appointed by the Mayor; the Open Data Steering Committee, following a public call for nominations will review and short-list the nominations for consideration by the Mayor

7.6   Members of the Open Data Steering Committee will not be remunerated for their participation in the activities of the Open Data Steering Committee.

7.7   The Open Data Steering Committee will meet at least once a quarter to exercise its responsibilities as per Section 7.2 of this policy.

7.8   Users of the portal may submit requests for the inclusion of data sets on the open data portal to the Open Data Steering Committee.

7.9   The process for decision-making will be specified in a Terms of Reference for the Committee.

7.10   Decisions of the Open Data Steering Committee may be appealed to the City Manager.

7.11   The Director: Information Systems and Technology shall provide information technology maintenance and support to the portal and the Director: Communications shall be responsible for publishing the open data portal to the City website; the open data portal will adhere to the following requirements:

7.11.1 Data will be published incrementally, with an initial focus on the data sources stipulated in Section 4.2.

7.11.2   The data to be published on the portal must first be approved by the steering committee.

7.11.3   Access to the portal will be free of charge and will not require prior registration by users.

7.11.4   Users will be required to accept the terms of use; the terms of use will conform with open data principles.

7.11.5   The portal will be searchable.

7.11.6   Data will be made available in open formats as far as possible.

7.11.7   There will be an active data set showing the data uploaded, data requests received, and decisions on requested data sets.

7.12   The Director: DI & GIS will be responsible for the administration of the open data portal which will include:

7.12.1   Ensuring the smooth day-to-day functioning of the portal;

7.12.2   Implementing the decisions of the steering committee; and

7.12.3   Conducting site maintenance, monitoring and quality assurance of the site and its content.

7.13   Each department or directorate will have a designated official who will, in conjunction with DI & GIS, receive and process data requests relevant to that department or directorate.

7.14   Designated City officials will be responsible for collating and publishing, in conjunction with DI & GIS, data approved by the Steering Committee to the portal.

7.15   With respect to datasets approved for publication on the Portal, City line managers (directors or managers reporting directly to an Executive Director) are responsible for signing-off on the data and information released from their department.

8.   IMPLEMENTATION

8.1   The policy will come into immediate effect following approval by the City Council.

9. MONITORING, EVALUATION AND REVIEW

9.1 The DI & GIS department shall provide at minimum, a biannual report on the implementation of the Open Data Policy and the management of the Open Data Portal to the portfolio committees responsible for oversight of the corporate services and economic development functions respectively.

9.2. The reports referred to in 9.1 shall include information on:

9.2.1 Progress on the progressive roll-out and expansion of the open data portal;

9.2.2 The number, origin and type of visitors to the site;

9.2.3 An analysis of the information downloaded;

9.2.4 A summary of data requests by the public submitted via the Open Data Portal;

9.2.5 A summary of the final decisions on data requests from the public submitted via the Open Data Portal and turnaround times in times in making available the data requested by the public;

9.2.6 Reasons for any data requests that were refused; and

9.2.7 Any relevant recommendations.

9.3 The DI&GIS department, in consultation with the IS&T department and the SPU, shall undertake a review of the policy after three years following the approval of the policy, with due consideration given to the recommendations stipulated in 9.2.