



# Data Management and Governance Program

## Open Data Policy

---

Version 1.0  
20/02/2024

Revision History				
Revision Number	Revision Date	Previous Revision Date	Summary of Changes	Prepared By

Approvals				
This document requires the following approvals. A signed copy should be placed in the project files.				
Name	Signature	Title	Date	Version

## 1. Policy Statements

---

- 1.1 HCT shall adhere to the below policy statements while carrying out activities related to Open Data, which is data that can be made publicly available. These key activities include the governance, identification, and publication of Open Data on the Open Data Portal.
- 1.2 All HCT staff shall work with the Data Management Unit to publish datasets classified as “Open”, and each function shall ensure that data for publishing adhere to policies for Data Classification, Open Data Guidelines, and relevant UAE laws surrounding Data Management practices.
- 1.3 Closed datasets are those classified as “Confidential”, “Sensitive” and “Secret”. The classification is based on the most sensitive (highest classification level) item in the dataset and shall be included in the metadata for the dataset.<sup>1</sup>
- 1.4 HCT shall provision exchange of Data based on Data user requests submitted on the Open Data portal, as well as establish a process to address the request.
- 1.5 HCT shall consider creating a summary, extract, or other derivative of “Confidential” or “Sensitive” Data which are of value to be published as open data. The new summarized data set shall be classified as “Public” Data and is not subject to any negative repercussions for being publicly available.<sup>2</sup>
- 1.6 HCT shall consider if confidential, sensitive, or secret information can be identified by linking to other published data. If linking to other similar datasets enables the calculation of private or secret information, then the data set should be anonymized.
- 1.7 HCT shall consider, evaluate, and address all security, privacy, and quality concerns for its identified or published open datasets. Privacy analysis shall be incorporated into each Open Data-related activity. All datasets collected or created with valid restrictions shall be reviewed to determine whether they can be made publicly available.
- 1.8 HCT shall avoid publishing aggregated data, with preference given to raw data; however for Datasets which have privacy and security concerns, HCT shall aggregate that data. <sup>3</sup>
- 1.9 HCT shall follow the Data Quality policy and processes for all its Open Data prior to publishing and during review.

<sup>1</sup> UAE Smart Data Standards EN – Part 1 – “Data Classification Standard” – “Data Classification Criteria” – DC1.1

<sup>2</sup> UAE Smart Data Standards EN – Part 1 – “Data Classification Standard” – “Data Classification Criteria” – DC1.2

<sup>3</sup> UAE Smart Data Standards EN – Part 1 – “Principle 4: Open Data Publication” – 4.3

Document Name	Template Ref. Code	Template Version	Page
Open Data Policy		V1.0	Page 3 of 6

- 1.10 Open datasets shall be reviewed regularly. During the review of published open datasets, if Open Data fails to meet its quality level, security/privacy concerns arise, or legal and contractual obligations change, the dataset shall be suspended from publication until issues with the dataset are resolved.
- 1.11 Closed sources of data due to quality concerns (Refer to 1.10) shall be followed by a remediation plan to be put in place to allow this dataset to be “Open”. Remediation action shall align with HCT data quality processes and policy statements.
- 1.12 HCT’s Open Data shall be managed in accordance with the requirements for physical security and IT security set out in ‘Regulation of Information Security at the Federal Entities of UAE Cabinet Resolution’ No. (21), 2013.<sup>4</sup>
- 1.13 Metadata shall be kept up to date along with the data associated with the Open dataset. Metadata includes the title, description, subject, format, size, publisher, custodian, classification, access permissions, license, coverage (temporal and geospatial) as well as the data files and last updated timestamp.<sup>5</sup>
- 1.14 Datasets that are deemed “Open” shall be in human-readable form where applicable, and in structured, machine readable, open formats, such as<sup>6</sup>:
- Tabular data published as [CSV](#)
  - Geospatial data as [GeoJSON](#) or [KML](#)
  - Other structured non-tabular data in an open standard where available, for example using: [JSON](#), [XML](#), [RDF](#), [GTFS](#)
  - Real-time data or data being used in real-time services should be made available via a well-documented API<sup>7</sup>
- 1.15 HCT shall discourage open datasets to be in the form of HTML or PDF as these formats pose challenges for users to convert data into information.
- 1.16 In cases where a dataset is most effectively distributed via a PDF format but contains data elements that would be most digestible via a structured format, both the report and accompanying structured dataset shall be released with relative referential metadata.

<sup>4</sup> UAE Smart Data Standards EN – Part 1 – “Data Classification Standard” – “Data Classification Criteria” – DC2.3

<sup>5</sup> UAE Smart Data Standards EN – Part 1 – “Data Exchange Standards” – “Metadata” – DE2.1

<sup>6</sup> UAE Smart Data Standards EN – Part 1 – “Data Exchange Standards” – “Data Formats” – DE1.1

<sup>7</sup> Application Programming Interface: a set of definitions of the ways one piece of computer software communicates with another. A web API allows computer programs to dynamically query a dataset using the World Wide Web. For example, a dataset showing the locations of hospitals and doctor’s surgeries may be made available for download as a single file (e.g. a CSV), or may be made available to developers through a Web API, such that a computer program could automatically retrieve a list of health addresses for a particular area and display it on an online map alongside other relevant public and private sector data.

Document Name	Template Ref. Code	Template Version	Page
Open Data Policy		V1.0	Page 4 of 6

1.17 HCT shall ensure the use of non-proprietary and public unique identifiers to identify their open datasets efficiently, improving the quality and accuracy of publishing and maintaining the open datasets.

1.18 All open data, both structured and unstructured, should have a clear open data license (UAE Federal Open Data License or a UAE issued license) associated with it in the metadata. This license should:

- Allow unrestricted access to the data
- Allow the data to be adapted, modified, combined with other data and re-published or shared – free of charge and subject at most to the requirement for attribution
- Explicitly allow the commercial use of data
- Be published online, within HCT’s website or through a link to the Federal Open Data License<sup>8</sup>

1.19 Public Data which HCT regularly collects and manages throughout its normal duties shall not be subject to any access fees when published as Open Data.


<sup>8</sup> UAE Smart Data Standards EN – Part 1 – “Data Exchange Standards” – “Open Data Licensing” – DE4.1

Document Name	Template Ref. Code	Template Version	Page
Open Data Policy		V1.0	Page 5 of 6

## 2. Glossary

Terminology	Definitions
Data	A structured or unstructured set of datum, facts, concepts, instructions, information, observations or measurements that shall be in the form of numbers, letters, symbols, images, maps or any other form, in a manner that allows interpretation, exchange or manipulation by individuals or computer.
HCT	Higher Colleges of Technology.
Machine-Readable	Data in a specific format that can be automatically processed by a computer and is structured data.
Metadata	Structured information that describes, explains, locates, or otherwise makes it easier to retrieve, use, or manage a data resource.
Open Data	Data published by Entities to be shared with the public freely or with minimal restrictions in order to maximize public participation and stimulate creativity, innovation, and economic growth
Unique identifier	With reference to a given (possibly implicit) set of objects, a unique identifier (UI) is any identifier which is guaranteed to be unique among all identifiers used for those objects and for a specific purpose. For example: serial numbers, URLs (domain addresses), codes from a registry, etc.

## 3. References

Reference Details	Reference
TDRA – UAE Smart Data Standards EN- Part 1	 UAE%20Smart%2

Document Name	Template Ref. Code	Template Version	Page
Open Data Policy		V1.0	Page 6 of 6