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Data Management and Governance Program

Open Data Guideline

Version 1.0

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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. Guidance Notes

- 1.1 HCT shall assess datasets for sharing and publication based on two sets of criteria: readiness and benefit. ¹
- **Readiness** criteria to analyze or reevaluate the effort required prior to Data exchange or publication on the Open Data Portal.
 - **Benefit** criteria to assess the potential value that the Open Data shall be providing for individuals and other entities.
- 1.2 HCT shall categorize its data based on sensitivity, confidentiality, and legal requirements. This classification will help HCT in determining which data can be shared openly and which require restrictions or anonymization.
- 1.3 HCT shall check the documented practices around granting access permissions to data are compliant with UAE Privacy Principles as per Data protection and privacy specifications, as well as Information Security Regulations.
- 1.4 HCT shall justify any exclusions from the open data inventory with reasoning such as to protect privacy, confidentiality, and national security, and comply with legal and regulatory constraints.
- 1.5 HCT shall consider on producing an overview, excerpt, or any such derivative of "sensitive" or "confidential" data that would be beneficial to be made publicly available.
- 1.6 HCT shall define clear and measurable data quality standards that align with the specific needs and requirements. In addition, HCT shall ensure the accuracy, reliability, and completeness of the released datasets.
- 1.7 HCT shall populate and maintain the necessary metadata such as 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 for easy access and navigation.²
- 1.8 HCT shall produce a sample dataset and check if the format standards are as per expectation.
- 1.9 HCT shall publish data in machine-readable formats (e.g., CSV, JSON, XML) to facilitate access, reuse, and analysis.

¹ UAE Smart Data Framework EN - Part 2 Implementation Guide – Guidance Note 4 “Recommended Criteria for Assessing Priority”

² UAE Smart Data Standards EN – Part 1 – “Data Exchange Standards” – “Metadata” – DE2.1



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2. Guidelines

- 2.1 **Data as an Asset:** All HCT stakeholders should be made aware that Data is an asset, and that HCT shall maximize the value that the United Arab Emirates as a whole, in addition to HCT, can create from HCT's Open Data.
- 2.2 **Ethical Data Use:** Ethical Data Use entails a positive duty to practice good Governance practices, transparency, and contribution to the "Common Good".
- 2.3 **Open by Default:** HCT shall ensure that the data should be available for all through disclosing, providing access to, or using such data, unless its nature requires non-disclosure or protection of its privacy or confidentiality.
- 2.4 **Privacy, confidentiality and Intellectual Property Rights:** All HCT stakeholders must recognize the importance of the privacy and confidentiality of Data and have a robust system to hold this at highest level.
- 2.5 **Non-discriminatory:** Open datasets shall be made available for all without discrimination or requirement for registration. Any person shall be able to access the published open data at any time without having to identify him or to provide justification for gaining access. Requests are only submitted when the requested Data is not available on HCT's Open Data Portal.
- 2.6 **Language and Format:** Data that is deemed "Open" shall be in human-readable form where applicable, and in structured, machine-readable, open formats (such as CSV, XLS, JSON, XML) which are publicly accessible and ready for automated processing. All published data descriptions shall also be provided in plain language.
- 2.7 **Quality of data:** All published open datasets shall include an indication of the age of the data and shall adhere to defined Data Quality standards.
- 2.8 **Up To Date:** HCT shall regularly publish the latest versions of open datasets and made available to the public in a timely basis. Priority shall be given to data whose utility is time sensitive.

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3. References

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

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