**State of the Sector - Open Data Statement**

*This statement should be read alongside the State of the Sector Privacy Notice*

**What is open data?**

The State of the Sector Research is utilising the following definition of open data:

*Open data is data that can be freely used, reused and redistributed by anyone. It is subject only, at most, to the requirement to attribute and share alike. Open data are the building blocks of open knowledge. Open knowledge is what open data becomes when it’s useful, usable and used.*

Our aims in publishing open data about this research are -

* That our data are useful. We wish to publish data that brings value to those building a stronger community and voluntary sector
* That our data is meaningful. We wish to publish data that adds to the ongoing dialogue and discussion about the sector
* That our data is accessible. We wish to publish data in an open and accessible way, and provide regular narrative and understanding to the stakeholders

***Our principles and best practices***

The act of providing open data is to publish and share. We understand that this involves responsibility and due diligence. Our aim is to ensure it is of a quality to be accessed, used and understood. In doing so, we place the following expectations on our data publication:

**Principle: Respecting Privacy**

* We will always ensure our open data is free from identifiers that could be linked to an individual person

**Principle: Comprehensive and Complete**

* We will always quality assure our data, in terms of the level of completeness and readiness for publication
* We will not knowingly publish data that is incomplete for the relevant focus and / or time period

**Principle: Relevant and Succinct**

* We will always consider the size, scope and spread of our data, to make it useful for those who may want to access it
* We will not publish open data that is overly large, or not provide logics, lookups or additional materials

**Principle: Interoperability**

* We will always provide codes and lookups for our data, particularly in terms of administrative geography
* We will not publish data that involves jargon or acronyms that are not documented

**Principle: Open data will be presented in an open and standard format**

* We will publish data in common, accessible and standard formats such as CSV, XML
* We will not publish open data in bespoke, redundant or proprietary formats

**Principle: Our open data will be appropriately licenced**

* We will always issue an open licence with our open datasets. Our default is a Creative Commons Attribution - ShareAlike 4.0 International (CC BY-SA 4.0)
* We will not publish data that is subject to a restrictive licence

**Principle: Our open data will always be well documented**

* We will always provide notes and guidance to accompany our datasets
* We will always detail the nature, scope and purpose of our open datasets in a release document, available to all
* We will not purposefully provide data that is poorly described, or requires sector knowledge to comprehend

**Principle: We will publish data in open, accessible and consistent ways**

* We will always publish data in a consistent method, making it accessible to all
* We will not publish data with passwords or access restrictions, or in places that are not signposted

**Principle: We welcome feedback and discussion of our open data**

* We will always make it clear how to provide feedback on our open data, and any resultant actions
* We will not publish data without a feedback mechanism

***Data use Code of Conduct***

We encourage others to access, use and discuss our open data. We strive towards a strong community and voluntary sector in Greater Manchester, and value the contributions and insights that can be gleaned through use of data.

When doing so, we would hope the following basic Code of Conduct is observed:

**Accessing our data** - When accessing our data, we request that you do not place unnecessary burden on our servers by making repeated data requests over a short period of time.

**Attribution** - When using our data, we request that our licence is observed. When producing any material that uses our data, please ensure appropriate attribution is included.

**Derivation** - When making use of our data, always state any steps that were made to undertake calculations or analysis that are not present in the source.

**Violations** - When using our data, you must not:

* + make an application that pretends to be from 10GM organisation;
  + present the data in a misleading or incorrect manner or to misrepresent or change the data;
  + use the name 10GM or of any of the research partners for party political purposes;
  + use the data in or to support a criminal or illicit activity;
  + use the data on an application to inflame or make comments that are racist, sexist or homophobic, or which promote or incite violence or illegal activity;
  + Discussion - We encourage discussion of our data, and the uses. In doing so, particularly in our online forums, we request you are respectful of others.

**Feedback** - If you spot any mistakes, errors or points for clarification, please feedback via our designated channels.