 Open Data Checklist

# Open

Data is free of Personal Information that may directly identify an individual, or is not published at a level in which it is possible to identify individuals through interrogation of non-personal data

Data is not subject to Political restriction

# Accessible

All content added to the Open Data must comply with accessibility guidance: <https://essexcountycouncil.github.io/essex-county-council-digital-manual/Accessibility>

Information uploaded to the platform must be compatible with screen readers

Avoid publishing PDFs where possible. Use Microsoft Office (e.g. Word, Excel) or open source formats instead

If you have to publish a PDF, create an accessible PDF that meets the Government Digital Service’s standards. Guidance is available here: <https://essexcountycouncil.github.io/essex-county-council-digital-manual/Accessibility/Creating-an-accessible-pdf>

# Described

Clear descriptions should accompany datasets/uploads outlining brief details in

plain English (avoiding jargon). This includes:

Notes around any limitations to the data included

Period the data was produced/collected

When/if the data is due to be refreshed

The format of the data (e.g. is it a CSV/Word doc/ESRI mapping file)

If relevant, outline the levels of geography the data is available at

Relevant tags should be added to every upload, and uploads must be assigned to a topic

# Reusable

Each upload must be assigned the licence ‘UK Open Government License (OGL v3)’ unless otherwise stated.

Users are free to use the information for commercially and non-commercial purposes.

Users are free to copy, publish, distribute and transmit the information.

# Complete

Lowest level of data available.

Any additional contextual data that will support interpretation/understanding is also included

# Timely

Information should released as soon as possible

Refresh cycle included if applicable and deliverable.

Data/uploads must be refreshed when they are due to updated

# Managed Post-Release

Named contact details included and kept up to date.

Named author details included and kept up to date.