 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.