

4 APPROVE - STEP 4 OPEN DATA PROCESS

The approval process for open data is necessary to protect both the government and citizens of South Australia. The approval process covers all aspects of the open data process from identifying data, third party rights, classification, marking, and ongoing commitment to the approach for release of the data.

The Open Data Process Worksheet is designed to capture decisions and ensure that data when released has been cleared of risks and will be managed in the future. This approval process does not cover:

- open data investment, this will need to be approved through the agency's capital planning and budget processes
- cost recovery.

4.1 PROCESS TO APPROVE

Subject Matter Expert	<p>Completes an Open Data Process Worksheet (or similar records) that detail all decisions and plans.</p> <p>A printed sample of the data and any other supporting documentation must be attached to the Open Data Process Worksheet.</p> <p>If data is reclassified as meeting the requirements of Public, a sample of data with amendments, redactions, de-identification or actions that are applied to the data to make it ready for public distribution must also be attached.</p>
Data Manager	<p>The Data Manager is consulted in decisions relating to the approach for release of data. This will ensure the data release is sustainable. A Data Distributor may also be consulted.</p>
Data Authority	<p>The Data Authority is required to approve the dataset for release and is responsible for the existence, protection, and use of this dataset.</p> <p>The Data Authority is responsible for the re-assessment and re-marking of data to Public and should engage their ITSA to assist with these decisions. An Executive Peer Review is also encouraged.</p>
Open Data Advocate	<p>The agency Open Data Advocate will provide final approval as the delegated authority to oversee open data for the agency.</p>
Chief Executive	<p>Chief Executive approval is required if data already marked as 'Public' is ready for public distribution e.g approval to publish on websites or Data.SA.</p>
Open Data Coordinator	<p>Completed <i>Open Data Process Worksheets</i> to be filed by the Data Coordinator, includes worksheets for datasets not approved for release. Agency record management practices should be followed as per agency policies and procedures.</p>