



Connecticut Open Data Policy

Effective April 22, 2015

Promulgated in accordance with and
under the authority of Executive
Order 39 of Governor Dannel P.
Malloy

Contents

1.0 Definitions	3
2.0 Introduction	5
2.1 Intent	5
2.2 Scope	5
2.3 Legal Considerations	5
3.0 Open Data Policy Requirements	6
3.1 General Requirements	6
3.2 Open Data Criteria and Assessment Requirements	6
3.3 Additional Requirements	7
4.0 Governance and Oversight	7
Connecticut's Chief Data Officer (CDO)	7
4.1 Agency Data Officer (ADO)	7
4.2 Agency Data Stewards (ADS)	7
5.0 State Data Standards	8
5.1 Data Set Selection	8
5.2 Data Set Publishing	8
5.3 Maintenance	8
5.4 Ownership & Responsibility	8

1.0 Definitions

Agency Data Officer: Responsible for fulfilling a State agency's responsibilities under Executive Order 39 of Governor Dannel P. Malloy. The Agency Data Officer shall be an employee, knowledgeable about the overall business practices of the agency and the data it collects.

API: An application programming interface, which is a set of definitions of the ways one piece of computer software communicates with another. It is a method of achieving abstraction, usually (but not necessarily) between higher-level and lower-level software.

Catalog: A catalog is a searchable and interactive collection of data sets or web services often known as a portal or repository.

Chief Data Officer: An individual within the Office of Policy and Management, designated by the Governor, to coordinate implementation of and compliance with Executive Order 39 of Governor Dannel P. Malloy, and coordinate initiatives to improve access to state data.

Data: Statistical or factual information that: (a) is reflected in a list, table, graph, chart, or other non-narrative form, that can be digitally transmitted or processed; (b) is regularly created and maintained by or on behalf of an executive branch agency; and (c) records a measurement, transaction, or determination related to the mission of the agency or is provided to the agency by third parties pursuant to law.

Database: A collection of data stored according to a schema and manipulated according to the rules set out in one Data Modelling Facility.

Data Inventory: An itemized list of current data assets such as: databases, data sets, spreadsheets, collections, or geospatial data in the possession of a State Agency

Data Set: A data set is an organized collection of data. The most basic representation of a data set is data elements presented in tabular form. Each column represents a particular variable. Each row corresponds to a given value of that column's variable. A data set may also present information in a variety of non-tabular formats, such as an extensible mark-up language (XML) file, a geospatial data file, or an image file, etc.

Machine Processed: Refers to information or data that is in a format that can be easily processed by a computer without human intervention while ensuring no semantic meaning is lost.

Metadata: To facilitate common understanding, a number of characteristics, or attributes, of data are defined. These characteristics of data are known as “metadata”, that is, “data that describes data.” For any particular datum, the metadata may describe how the datum is represented, ranges of acceptable values, its relationship to other data, and how it should be labeled. Metadata also may provide other relevant information, such as the responsible steward, associated laws and regulations, and access management policy. Each of the types of data described herein has a corresponding set of metadata. The metadata for structured data objects describes the structure, data elements, interrelationships, and other characteristics of information, including its creation, disposition, access and handling controls, formats, content, and context, as well as related audit trails. Metadata includes data element names (such as Organization Name, Address, etc.), their definition, and their format (numeric, date, text, etc.). In contrast, data is the actual data values such as the “US Patent and Trade Office” or the “Social Security Administration” for the metadata called “Organization Name” and including a description of the data sources. Metadata may also include metrics about an organization’s data including its data quality (accuracy, completeness, etc.).

Standardized: Utilizing standards developed or adopted by voluntary consensus standards bodies, both domestic and international. These standards include provisions requiring that owners of relevant intellectual property have agreed to make that intellectual property available on a non-discriminatory, royalty-free or reasonable royalty basis to all interested parties.

Web Service: A Web service is a method of communication between two or more electronic devices over a network. It has an interface described in a machine-processable format (specifically Representational State Transfer or REST).

2.0 Introduction

2.1 Intent

Connecticut Open Data, as supported by the Open Data Policy (ODP) is intended to:

- Increase agency accountability and responsiveness
- Improve public knowledge of the government and its operations.
- Provide timely data that is easily accessible to the public
- Encourage public participation and interaction with government agencies, policies and issues
- Foster agency/interagency efficiency
- Create economic opportunity
- Facilitate partnerships with non-governmental organizations
- Empower citizens to create value from Open Data
- Encourage the use of open frameworks and products, allowing third parties to embrace and expand on the state's open data services.

2.2 Scope

The ODP applies to data in the custody or under the control of the State Agencies with a department head as defined by [section 4-5 of the General Statutes](#). While the ODP applies to all government data: legal, policy, and contractual obligations limit the application of this ODP in some cases. In addition, this ODP sets out specific criteria that must be met before data can be considered Open Data.

2.3 Legal Considerations

The following legal considerations guide the development of the ODP and provide context for its application.

Federal Freedom of Information Act (FOIA)

Enacted in 1966, and taking effect on July 5, 1967, FOIA provides that any person has a right, enforceable in court, to obtain access to federal agency records, except to the extent that such records (or portions of them) are protected from public disclosure by several exemptions or by one of three special law enforcement record exclusions. For additional information regarding the FOIA, visit www.foia.gov.

Connecticut Freedom of Information Act

The Connecticut Freedom of Information Act (CTFOIA) is under the authority of the Connecticut Freedom of Information Commission. Their mission is *“to administer and enforce the provisions*

of the Connecticut freedom of information act, and to thereby ensure citizen access to the records and meetings of public agencies in the state of Connecticut". For additional information on the Connecticut Freedom of Information Commission, go to www.ct.gov/foi.

Open Data Licensing

Explicit licensing is essential to provide clarity and certainty to users and reusers. Generally, Open Data provided by State Agencies should be identified as "Public Domain," however in some instances it may be necessary, or desirable to apply an Open Data license. Open Data licenses are available from Open Data Commons: <http://opendatacommons.org/licenses/odbl/>.

3.0 Open Data Policy Requirements

3.1 General Requirements

The following policy requirements apply generally to Government Open Data:

- Open Data will be posted to or discoverable in the Connecticut Open Data Portal website at <https://data.ct.gov> and identified as "Public Domain" or subject to the Open Government License.
- Data that meet the Open Data criteria and Assessment Requirements set out in section 3.2 and 3.3 must be posted as or discoverable as Open Data.
- Agencies must adopt a presumption in favor of openness to the extent permitted by law and subject to privacy, confidentiality, security, or other valid restrictions.
- Users must not be required to register or identify themselves in order to access, use, adapt or distribute Open Data.
- Agencies, as part of an Open Data initiative, may only make data publicly available in accordance with this Policy.

3.2 Open Data Criteria and Assessment Requirements

The following policy requirements apply to the assessment of Government Data for inclusion in the Connecticut Open Data Portal.

- Data may be proposed as Open Data if:
 - There is no fee for access, use, adaptation or distribution of the data.
 - The Data is able to be Machine Processed.
 - The Data's contents and structure are described with Metadata in enough detail to enable the consumer to understand and make use of the data.
 - The Data is posted in Standardized formats. To the extent permitted by law, these formats should be non-proprietary and publicly available.
- Agencies must complete the Open Data Assessment to determine if the data is free from legal, contract or policy restrictions, and can be made available as Open Data.

- The Open Data Assessment consists of the following:
 - Agencies must create and maintain, in a manner prescribed by the Chief Data Officer, a publicly available Data Inventory that consists of its enterprise data assets.
 - Agencies must create and maintain a Public Data Listing that consists of those data assets identified within the agency’s Data Inventory for which there are no access restrictions.
- The Chief Data Officer shall review the Open Data Assessment prior to listing data in the Open Data Portal.

3.3 Additional Requirements

The following policy requirements apply to the promotion of Open Data:

- Agencies must designate an Agency Data Officer and Agency Data Stewards, whose responsibilities are defined under section 4.0.
- Open Data should be maintained or reviewed on a regular basis in a manner directed by the Chief Data Officer.
- In developing information systems, agencies must consider the objectives of this Policy and enable, as possible, the creation, use and release of Open Data.
- Agencies may publish preliminary data or data for which the reliability or accuracy cannot be guaranteed provided such data is accompanied by Metadata that prominently and explicitly displays a statement regarding its limitations.

4.0 Governance and Oversight

Connecticut’s Chief Data Officer (CDO)

The CDO will be responsible for enforcing agency compliance with this policy.

4.1 Agency Data Officer (ADO)

Responsible for ensuring the sharing of State data with the public, facilitating the sharing of information between State agencies and analyzing how data sets can be used to improve State decision making.

Each ADO will act as the initial point of contact for inquiries related to Open Data.

4.2 Agency Data Stewards (ADS)

Oversee implementation and compliance of the Open Data Policy within their Agency. The ADS’ will work with the ADO to implement the State’s Open Data policies and standards.

ADS’ are responsible for ensuring that the data has been reviewed by the appropriate agency management for confidentiality, privacy, security and all other content limitation issues. The ADS’ are responsible for reviewing and enforcing security controls.

Each Data Steward shall be accountable to the ADO for the implementation and compliance with the ODP.

5.0 State Data Standards

5.1 Data Set Selection

Agencies should use the policy objectives outlined in section 2.1 and the criteria and requirements in sections 3.1 and 3.2 when prioritizing the addition of data sets to the Open Data Portal. Priority shall be given to datasets that are frequently or routinely requested. In addition, the CDO may request or propose datasets for inclusion in the Open Data Portal.

5.2 Data Set Publishing

Agencies should work closely with the CDO during the initial data set publishing process to identify the best technical approach to automate delivery to the public and to ensure timely delivery.

Open data sets will be published in primary forms (i.e., as collected at the source), with the finest possible level of granularity that is practicable and permitted by law and other requirements. Derived or aggregated data should also be published but must reference the primary data.

Metadata, as defined in section 1.0, must be published in conjunction with the data set. Additional metadata fields can be added to further clarify the data or to make them consistent with existing communities of practice or use cases.

5.3 Maintenance

Data sets published must be maintained for accuracy, timeliness, and accessibility. Particularly important are:

- Data set content updates shall occur on at least an annual basis.
- Structural changes (fields, data types) of data should be consistent with the originally published version.
- Content Support-Comments or inquiries from the public will be addressed within five (5) business days.
- Changes to public APIs should be published well in advance of the actual change.
- A public feedback mechanism will exist to let consumers of open data sets notify agencies of issues with the accuracy, timeliness and/or accessibility of the data.

5.4 Ownership & Responsibility

All data and data sets remain the property of the originating agency and public users acquire no ownership rights to agency data or data sets.