

## 1 What does this policy do?

This policy prescribes the principles and requirements that must be followed by any Transport business area that releases Open Data.

Open Data is the proactive or on demand release of data or insights for public use, in any form and through any channel. By its very nature, there is little or no oversight as to how, or by whom, Open Data may be used.

Releasing reliable datasets for public use has clear community benefits in terms of transparency, innovation, research and enhanced services. To maximise these benefits and to maintain public trust, Transport is taking a considered and intentional Open by Design approach to the creation, release and ongoing maintenance of safe and reliable datasets.

This policy supplements the [NSW Government Open Data Policy](#).

## 2 Who is this policy for?

This Policy applies at all times to permanent, temporary and casual staff, staff seconded from another organisation, and contingent workers including labour hire, professional services contractors and consultants performing work for any of the following:

Transport for NSW	YES
Department of Transport *except for staff working in the Department of Transport to whom DPE policies apply.	YES
NSW Trains	YES
Sydney Trains	YES
Sydney Metro	YES
State Transit	YES
Sydney Ferries	YES
The Point to Point Transport Commissioner	YES

## 3 Principles and requirements

The following principles apply to all open data releases across Transport:

- We adopt an Open by Design approach to the data we release. This means qualifying and treating data assets for release in a way that will unlock maximum benefits for our customers and community by:
  - prioritising assets with significant potential customer and community benefits
  - releasing related metadata & data dictionaries
  - releasing meaningful and usable insights where practicable.

Policy number: CP24000	Effective date: 24/1/24
Policy owner: ED, Advanced Analytics and Insights	Review date: 24/1/26
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- We treat the data we hold and release on behalf of the community as a valuable, trusted, well-managed and sustainable asset, ensuring appropriate governance, quality controls and ongoing operational support are available to sustain a level of trust.
- We release Open Data only after assessing privacy, ethical, safety, quality, sustainability and other considerations and applying appropriate treatments.

To support these principles, all Transport business areas that release Open Data must:

- apply standardised assessment and prioritisation criteria (confidentiality, ethics, privacy, sensitivity, security, complexity, benefits, sustainability considerations) to make sure we protect our customers and community and optimise outcomes
- apply consistent release processes across all open data requests (proactive and on demand) with appropriate levels of delegated approvals
- apply standardised authorisation and preparation processes before releasing open data based on identified and assessed risks
- develop and follow quality control practices prior to release, including assigning ongoing ownership and accountability, to ensure data is reliable, valuable and able to be maintained after release
- ensure ongoing monitoring and assurance controls are in place to update and report on data quality post-release.

For on demand data requests that do not meet the assessment and prioritisation criteria, Transport may, where reasonable, impose conditions of use or other actions before an acceptable level of data can be released to an authorised user. If no conditions of use or other actions are reasonably acceptable or appropriate, the requests will be refused.

## 4 Compliance and breach

You are required to comply with this policy and its related procedures and standards. If you do not do so, this may result in disciplinary action up to and including termination of your employment or contract.

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## Appendix A:

### 1 Accountabilities and responsibilities

Who	
Deputy Secretary, Customer Strategy and Technology	Accountable for setting the strategic direction of Transport’s Open Data program in line with our organisational objectives and compliance obligations
Executive Director, Advanced Analytics and Insights	Accountable for establishing standards, policy, guidelines, advice, training and toolkits to enable business areas to comply with this policy
Deputy Secretaries and Executive Directors of Transport business areas that release Open Data	Accountable for monitoring and assuring data is released and maintained in compliance with this policy
All staff	Responsible for complying with the principles and requirements in this policy and any related procedures or standard

### 2 Related/supporting material

1. NSW Government Open Data Policy
2. Transport Data Strategy
3. Transport Data Governance Framework
4. Transport Access to Information Policy
5. Transport Data Breach Policy
6. Transport Information Security Policy
7. Government Information (Public Access) Act 2009
8. Privacy and Personal Information Protection Act 1998

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## 3 Document control

### 3.1 Superseded documents

This Policy replaces the following document:

- CP16005.2 Transport Open Data Policy

### 3.2 Document history

Date & Policy No	Document owner	Approved by	Amendment notes
24 January 2024 CP24000	ED, Advanced Analytics and Insights	Secretary	Updated to align with the Future Transport Strategy and Transport Data Strategy

### 3.3 Feedback and help

For advice on interpreting or applying this document, please contact [data@transport.nsw.gov.au](mailto:data@transport.nsw.gov.au).

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