Data policy

Policy No. 6230.100.E.R

1   Purpose

The purpose of this policy is to establish a collaborative, standard, and secure method for the collection, use, sharing, and archiving/disposal of data and insights in accordance with the *Information Act 2002* (NT).

2   Scope

This policy covers all data that is related to City of Darwin operations and initiatives, and all related activity including collection, sharing, storage, archiving, and disposal.

3   Policy statement

This policy sets out priorities and principles for the use of data at City of Darwin.

3.1   Priorities

Focusing on community service, City of Darwin has developed five key data priorities to align with City of Darwin's strategic directions and comply with relevant legislation. Data priorities guide the actions that will be implemented as a result of this policy. These priorities aim to build consistency in data collection, sharing, analytics, storage, archiving and disposal. The five data priorities are as follows:

- Data is an asset.
- Data is secure and reliable.
- Data informs decision making.
- Data is a shared responsibly.
- Data is accessible and transparent.

Data is an asset

Data and its metadata are assets and City of Darwin ensures all data is managed strategically and protected throughout its lifecycle.

City of Darwin combines data from various sources, gaining more insights to tailor our service delivery to better meet the needs of the community. This is undertaken in a manner that aligns with City of Darwin's strategic objectives, and with an emphasis on security, strategy, and privacy. Sharing and integration of data is undertaken securely, for appropriate use. Open data is available for public use after acceptance of the terms and conditions.

Data is secure and reliable

City of Darwin encrypts data, uses access controls and backs-up data in secure systems and networks to ensure the security, safety, and quality and reliability of data is maintained during collection and management. These measures protect data from unauthorised access and loss.

Data informs decision making

City of Darwin uses data collected through our operations to provide insights that guide decision making in alignment with our strategic directions. City of Darwin staff are encouraged to access and use relevant data insights collectively to provide context in decision making and improve services to the Darwin community.

Data is shared responsibly

City of Darwin shares data responsibly and in accordance with relevant legislation and policies. Data sharing involves clearly identifying and evaluating recipients and reasons for the request. Specific conditions will apply and data will be shared through secure channels, with proper safeguards. Data sharing is undertaken for specific and limited purposes. City of Darwin shares data with government and non-government organisations to benefit the community. Data released by City of Darwin will not disadvantage residents, people or organisations.

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Data is accessible and transparent

City of Darwin starts from a position of data openness, favouring the release of data unless by law, privacy, confidentiality, security or other valid restrictions.

City of Darwin releases deidentified data to the public, in a secure and ethical manner, to improve government transparency and promote innovation. Open data supports research to generate new knowledge and insights that support local economic growth, safety, tourism and mobility. It also enables local residents, businesses, academia, and other governments to be fully informed when addressing local challenges. City of Darwin aims to enable open data, particularly in digital and machine readable formats, in the interests of equity, fairness, and transparency.

3.2 Principles

The following principles guide the use of data in City of Darwin, and are to be considered at all points of the data life cycle:

- Purposeful
- Accountable
- Regular
- Efficient
- High-quality.

Purposeful

All data collection and use has a purpose, and there is clear line of sight between the data and its purpose at all points of the lifecycle. City of Darwin does not create, collect, collate, or use data which does not have a purpose. In alignment with the principle of data being an asset, it must be linked to its value delivery.

Accountable

As an asset, data is to be managed in an accountable way. City of Darwin officers will be held to account for their compliance with this policy and associated documentation, and for delivering value from data where relevant.

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Regular

Processes, data formats, representations, units, and insights will be consistent across City of Darwin, and regular in so far as is practical and productive. Consistency across City departments and business functions is a targeted outcome of this policy.

Efficient

All actions in carrying out this policy should, in the long term, improve City of Darwin's core business functions and efficiency of service delivery. While short-term effort in change management and capability uplift may be required, effective data processes and practices will promote efficient outcomes.

High-quality

Data will be dependable, trustworthy, and in formats that can be leveraged across the organisation. It will enable the development of insights and inputs into decisions which are trusted by officers and decision-makers across City of Darwin.

4   Definitions

Data means information or facts that are capable of being communicated, analysed, or processed. Data is most frequently collected, stored, communicated, analysed, and handled through the use of digital technology, but does not strictly need to be so. Data can be produced and generated from a range of operations and services. Data can include text, numbers, graphics, images, sounds, video, statistics, instructions, concepts, or digital information.

Data analytics means the process of converting data in its raw form to an insight which can be actioned. It often includes the use of digital tools and technologies, in combination with human capabilities and processes.

Data lifecycle means the various stages of data as an asset. Based on the Data Management Body of Knowledge data lifecycle, it includes:

- Data creation/collection
- Storage
- Sharing
- Archival
- Disposal.

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Data quality means the degree to which data is in a condition and format fit to meet business needs in an efficient and reliable manner.

Encryption means the process of changing text or information into an unreadable format, often used to protect private or sensitive information.

Metadata means information about data sources and characteristics, used in data management and governance.

Master data means data that provides a consistent, reliable record for all critical business data across City of Darwin. Core identifiers of an organisation, including customers and community members, suppliers, sites and assets, and hierarchies.

Personally identifiable information (PII) means any information that can be used to identify an individual, either in isolation, or with other data/information points.

Shared data means data shared with authorised users under specific controls and conditions, such as unit record level and deidentified data.

Open data means de-identified data shared for public access and can be freely used, reused, and distributed.

5   Legislative references

Copyright Act 1968 (CTH)*Information Act 2002* (NT)

Local Government Act 2019 (NT)

Surveillance Devices Act 2007 (NT)

Civil Aviation Safety Regulations 1998 (CTH)

6   Procedures / related documents

Australian Standard AS ISO 23081.1:2018 Information and documentation — Records management processes — Metadata for records, Part 1: Principles

6130.100.E.R CCTV Management Policy

2501.100.E.R Privacy Policy

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0102.100.E.R Remotely Piloted Aircraft Policy

6112.100.I.R City of Darwin Computer Usage Policy

City of Darwin Records Disposal Schedule 2010/05

4000.010.I.R City of Darwin Code of Conduct

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7 Responsibility / application

The General Manager Innovation is responsible for the implementation and review of this Policy.

All workplace participants, partner organisations and grant recipients are responsible for adhering to this policy.

This policy will be reviewed every four years, or as required.

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