

# County of Sacramento Open Data Policy

## Purpose of the Policy

“Open Data” is defined as proactively publishing government data to increase transparency and provide the community direct access to commonly requested data sets. Open Data is the foundation of Open Government and is consistent with citizens' right to public information. The purpose of this policy is to establish an open data initiative for the County of Sacramento allowing County departments to make appropriate data sets available to the public online using open standards and formats. “Appropriate data” is defined as County business or financial data that does not compromise the privacy of our citizens; does not include personally identifiable information; or information governed by other governmental policies/regulations, such as Health Insurance Portability and Accountability Act (HIPAA) or Law and Justice.

Making County data available online using open standards and formats will make the operation of County government more transparent, effective, and accountable to the public. Beyond presenting information to the public, these data sets will serve as a rich resource for developers, civic groups, and anyone else wishing to build applications on their own, which fosters innovation and solution discoveries.

Publishing structured standardized data creates new opportunities for information from different sources to be combined and visualized in new and unexpected ways; for niche markets to be identified and developed; and for citizens to browse, interpret and draw attention to trends or issues with greater efficiency.

## Scope of the Policy

This policy applies to all business and financial data maintained by all County departments. With respect to County information and data, the presumption will be in favor of openness, to the extent permitted by law and subject to valid privacy, confidentiality, security, or other restrictions and exemptions afforded under the California Public Records Act (CPRA) or other applicable federal, state, or local laws.

Each County department shall publish the response to CPRA requests on the County’s open data web portal, unless a request is subject to valid privacy, legal, security, or privilege limitations.

## Policy for Open Data

“Open Data” means statistical or factual information considered public record. It will be published in a digital form as a list, table, graph, chart, map, or database that can be digitally transmitted or processed. The data will be published using open standards and will be available online to the public without royalty or fee. The County will publish a description of what is contained in each of the data sources and information which will help the public access the data (metadata).

Open data will be accessible via a single web portal from the County’s home page, [www.data.saccounty.net](http://www.data.saccounty.net). This single web portal will be a collection of data sets from County departments presented using open technology standards and consistent format. The public will

be able to subscribe to email notifications of new data posted to the portal. The portal will include a feedback mechanism to report errors, concerns and a means for constituents to request access to data.

The Department of Technology (DTech), in coordination with County Counsel, will develop and publish the terms of use for these public data sets. DTech will work with Purchasing to develop contract provisions to promote open data policies in technology-related procurements. These provisions shall promote the County's open data policy, including, where appropriate, requirements to post data on the open data web portal.

Departments will make reasonable efforts to make appropriate data sets available, provided that such disclosure is consistent with applicable law, including laws related to privacy, privilege and HIPAA. Departments will also provide reasonable access to data, balanced with the need to protect from disclosure information that is proprietary, confidential, or protected by law or contract. Once published, these data sets will be periodically updated as information changes on an ongoing basis.

### **Effective Date of this Policy**

This policy will be deemed effective on the date of approval by the Board of Supervisors.

### **Implementation of this Policy**

The County Executive Officer is the single authority empowered to resolve conflicts and ensure compliance with these open data measures. The Chief Information Officer will be the Open Data Coordinator who will oversee data publication to ensure it meets the mandates of this policy.

Each Department Director is responsible for determining their department data sources that are public record and should be published under this policy. Publishing data is an ongoing process that requires attention to quality and upkeep. Departments will put processes in place to keep data up-to-date, clean, accurate, and accessible.

### **Exceptions to this Policy**

Requests for exceptions to this policy will be sent to the Chief Information Officer.

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Reviewed by the Executive Technology Committee on 11/7/2013  
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