
ORGANISATIONAL DATA POLICY



Policy number		Version	
Drafted by		Approved by	
Responsible person		Review date	

Introduction

- 1.1 SPREP recognises that data can be a valuable resource that helps to protect the environment, grow the economy, improve services and produce better policy outcomes.
- 1.2 SPREP recognises that there are broad societal benefits from the sharing of data, including good governance, accountability, public participation and the rule of law.
- 1.3 SPREP recognises its fundamental leadership role in properly and actively managing data for the benefit of the Pacific, the public and the environment.

Scope of Policy

- 1.4 This policy applies to SPREP's own data as well as data held by SPREP on behalf of government agencies and partners within the Pacific.

Purpose

1.5 The purpose of this policy is to:

- encourage the free exchange of data with other government agencies and partners within the Pacific and with the public in the Pacific and beyond
- promote the benefits of data sharing, and its links to good governance, accountability, public participation and the rule of law
- at the same time, ensure that sensitive information (including personal information about a person, commercially sensitive data or data relating to sensitive environmental concerns) held by SPREP and government agencies within the Pacific is not compromised
- establish a leadership role for SPREP in managing data for countries in the Pacific

Principles

1.6 SPREP respects and notes the International Open Data Charter Principles – namely, that data should be:

- open by default
- securely stored
- timely and comprehensive
- accessible and usable
- comparable and interoperable
- for improved governance and citizen engagement
- for inclusive development and innovation.

1.7 Based on this Charter, SPREP acknowledges that data should be:

- open
- protected
- readily available
- trusted and authoritative
- well-managed

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- reusable.

1.8 SPREP respect and adhere to the level of access determined by the country for their data.

1.9 SPREP recognises that when data sources differ, the government data is the authoritative source.

Definitions

1.10 Private (Closed) data is data that contains information that is sensitive, including data that contains personal information or is commercially sensitive, or data relating to sensitive environmental concerns.

1.11 Data includes all information collected by government agencies for any purposes including government administration, research or service delivery as well as data provided by partners. It includes, but is not limited to, all datasets including maps, reports, statistics, and surveys (including backups, archive copies and derived data) in whatever format they are held (excel, GIS files, pdf, word etc) and whether in hard or soft copy.

1.12 Personal information means information or an opinion about an individual (whether living or dead) whose identity is apparent or can reasonably be ascertained from the information or opinion but does not include a person's name and non-personal contact details that reveals nothing more than the fact that the person was engaged in the exercise of public functions.

Policy framework

1.13 SPREP recognises that countries in the Pacific wish to classify their data as:

- public with attribution
- inter-agency
- private (closed)

Public with attribution

1.14 Public with attribution data is publicly available to all users and should also be freely shared, both within the government, its ministries and agencies and with the public.

Inter-agency

1.15 Inter-agency data should be freely shared within the government, its ministries and agencies.

Private (Closed) data

1.16 Private (closed) data can only be shared with or accessed by authorized users. Only metadata will be accessible on the portal to non-group users.

Policy statement

1.17 SPREP recognises the broad public policy goal of storing and sharing data on the various SPREP portals and databases which redistributes data from countries in the Pacific as well as regional data.

1.18 To this end, SPREP will work collaboratively with countries in the Pacific to:

- encourage the free exchange of data with other government agencies within the Pacific and with the public (in the Pacific and beyond)
- promote the benefits of data sharing, and its links to good governance, accountability, public participation and the rule of law
- establish and implement standards for data exchange and other services to improve reliability, quality, timeliness and access to information
- commit to sharing data even where there are data gaps and issues regarding the quality of the data
- build the capacity of countries in the Pacific to develop systems for data management
- identify opportunities to work in partnership to eliminate duplication of effort and support government initiatives.

1.19 SPREP recognises the paramount need to ensure the ongoing security of all data received from countries in the Pacific.

1.20 To this end, SPREP will ensure that data received from countries in the Pacific will be stored, secured and backed up in accordance with any restrictions provided by that country, or any agreements in place in relation to the data.

Policy requirements

1.21 SPREP recognises its fundamental role in properly managing data for the benefit of the Pacific, the public and the environment.

1.22 To this end, SPREP will undertake a leadership role to help design systems and develop processes that unlock the full value of the information, and provide a foundation from which countries in the Pacific can continue to manage information throughout its life cycle.

1.23 In particular, SPREP will work with countries in the Pacific to:

- collect and create data in an accessible way, including
 - using machine-readable and open formats
 - developing data standards
 - using open licenses to ensure information stewardship
 - using common core metadata
- build accessible information systems
- strengthen data management practices (including establishing data inventories; maintaining public lists of data; and prioritising data release)
- actively continue to ensure that best practice measures are in place so that private data is secure, and that personal information and other sensitive information is protected.

Review

1.24 SPREP shall review this policy every two (2) years.