

Toronto District School Board

Policy P091

Title: **OPEN DATA POLICY**

Adopted: June 20, 2018

Effected: June 20, 2018

Revised: N/A

Reviewed: N/A

Authorization: Board of Trustees

1.0 RATIONALE

The Open Data Policy (the “Policy”) supports the Toronto District School Board’s (TDSB) commitment to openness, transparency and accessibility of information.

The Policy also supports public engagement and participation by allowing the public, including students and their parents/guardians, school councils, advisory committees, community members, researchers and scholars, service agencies, professional organizations and union partners to develop their own analysis and insights based on the TDSB’s data.

The Policy was prepared in accordance with the resolution of the Board of Trustees of December 15, 2015, and is consistent with the Board’s Information Management Framework.

2.0 OBJECTIVE

To establish rules for maximizing access to the TDSB data for the general public, subject to privacy, security and confidentiality restrictions as outlined in existing legislation and policies.

3.0 DEFINITIONS

Board is the Toronto District School Board, which is also referred to as “TDSB”.

Confidentiality refers to the obligation of an individual or organization to safeguard entrusted information. Confidentiality includes obligations to protect information from unauthorized access, use, disclosure, modification, loss or theft.

Data is facts, figures and statistics objectively measured according to a standard or scale, such as frequency, volumes or occurrences, but does not include information.

Data Management for the purpose of this Policy refers to the identification, classification and tracking of datasets, metadata, and databases.

Dataset is an organized collection of data.

Information is ideas, thoughts, knowledge or memories irrespective of format or medium, which may be represented in manuals, reports and similar work products and may contain data.

Metadata is a set of data that describes and gives information about other data.

Open Format is a set of specifications used to store and transmit digital data that is platform independent, vendor-neutral, standardized and machine-readable, where possible, and made available to the public without restrictions that would impede the re-use of that data.

TDSB is the Toronto District School Board, which is also referred to as the “Board.”

4.0 RESPONSIBILITY

The Director of Education holds the primary responsibility for overseeing the implementation of the Policy. Within the Director’s Office, the responsibility for the day-to-day management and co-ordination of the Policy is assigned to the Executive Officer, Government, Public and Community Relations.

5.0 APPLICATION AND SCOPE

The Policy applies to all TDSB staff involved in the creation and management of data.

6.0 POLICY

- 6.1. The Board will establish and maintain an inventory of system-wide data and datasets.
- 6.2. The Board will publish online and make available to the public data that is within the custody and control of the TDSB, while protecting personal privacy and ensuring security and confidentiality.
- 6.3. The Board will not disclose private and confidential data protected under applicable legislation, including but not limited to the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), *Personal Health Information Protection Act*

(PHIPA), or for legal, security, commercial sensitivity, intellectual property, and/or other reasons determined by the Board.

- 6.4. While making data available to the public, the Board will give priority to data that:
 - a) represents the greatest interest and value to the public (as evidenced by frequency of the public requests for information through Freedom of Information processes, public surveys, internet, phone, mail and media inquiries, or other comparable methods);
 - b) supports and promotes the Board's mission, values, and strategic priorities;
 - c) is mandated by legislative act or regulation;
 - d) is readily available and does not require extensive labour input to compile and consolidate the datasets;
 - e) is mandated through decision of the Board of Trustees.
- 6.5. The data will be released online through the TDSB-controlled web-portal.
- 6.6. The data will be released to users at no charge.
- 6.7. The data will be released in an open format.
- 6.8. The data will be released under an open data license agreement, which will outline terms of acceptable use of the data consistent with this Policy.
- 6.9. The Board will periodically review and update data released to ensure its accuracy and timeliness.
- 6.10. The datasets released to the public will not be removed from public access, unless a dataset was published in error.
- 6.11. The Board will provide, upon request, the released data in alternative and accessible formats for persons with disabilities in accordance with the *Accessibility for Ontarians with Disabilities Act* (AODA).

7.0 SPECIFIC DIRECTIVES

The Director of Education is authorized to issue operational procedures to implement this Policy.

8.0 EVALUATION

This Policy will initially be reviewed within the first two years after the effective date, and subsequently, at a minimum every four (4) years.

9.0 APPENDICES

Not applicable.

10.0 REFERENCE DOCUMENTS

- *Accessibility for Ontarians with Disabilities Act*
- Information Management Framework (under development)
- *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*
- *Personal Health Information Protection Act (PHIPA)*