

Pollution Liability Insurance Agency
POLICY MANUAL

GENERAL TOPIC: Administrative Policies	POLICY NUMBER: 1.12
SUBJECT: Open Data Plan	DATE ISSUED: October 1, 2016
CONTACT: Program Specialist	DATE REVISED:
REFERENCE: Chapter 42.56 RCW; RCW 40.06.030; RCW 43.105.51; OCIO Policy 141.10	APPROVED: <u>REO</u> Russell E. Olsen, Executive Director

I. PURPOSE

This policy defines and establishes the agency's Open Data Plan pursuant to the Open Data Policy established by the Office of the Chief Information Officer (OCIO) and is intended to satisfy the requirements of applicable statute.

II. SCOPE

This policy applies to all Pollution Liability Insurance Agency (PLIA) employees, including unpaid volunteers.

III. DEFINITIONS

Data means final versions of statistical or factual information that:

- Are in alphanumeric form reflected in a list, table, graph, chart, or other non-narrative form, that can be digitally transmitted or processed;
- Are regularly created or maintained by, or on behalf of, PLIA and controlled by the agency; and
- Record a measurement, transaction, or determination related to the mission of the agency.

Data set means a named collection of related records maintained on a storage device, with the collection containing data organized or formatted in a specific or prescribed way, often in tabular form.

Open Data means public data that are freely available, machine readable, and structured in a way that enables the data to be fully discoverable and usable by end users. Open Data does not include the following:

- Data identified as category 3 or category 4 data under the data categorization provisions of the state policy "Securing Information Technology Assets" (OCIO policy 141.10 section 4);

- Any data set or portion of a data set to which the agency may deny access pursuant to the public records act, chapter 42.56 RCW, or any other provision of a federal or state law, rule, interpretive policy statement, regulation or local law;
- Data that reflects the internal deliberative process of the state agency, including but not limited to:
 - negotiating positions
 - future procurements
 - pending or reasonably anticipated legal or administrative proceedings;
- Data subject to copyright, patent, trademark, confidentiality agreements, or trade secret protection;
- Proprietary applications, computer code, software, operating systems, or similar materials;
- Data related to internal agency administration, including employment records, internal employee-related directories or lists, and facilities data;
- Any unstructured data that cannot feasibly be converted to an open format as required by uniform standards adopted by the OCIO without undue financial, operative, or administrative burden on the state agency; or
- Data or data sets classified as category 2 data pursuant to the state policy “Securing Information Technology Assets” ([OCIO policy 141.10](#) section 4) that the Executive Director, after due consideration and consultation with the OCIO, determines should not be published on the open data portal because publication would be detrimental to the public interest.

Open Data Portal means a public-facing state-endorsed website that presents open data offerings from multiple agencies. Currently these are: [data.wa.gov](#) (general purpose, tabular data), [geography.wa.gov](#) (geospatial data), [fiscal.wa.gov](#) (fiscal data), and [business.wa.gov](#) (business data). Generally these sites use statewide hosted domains rather than agency-specific sub-domains and conform to the state standard on host naming criteria.

Unstructured data includes image files, such as designs, drawings, photos, narrative documents or scanned copies of original documents.

IV. POLICY

The agency commits to the following general priorities, specific actions and measures in the twelve months following the adoption date of this policy.

Incorporate public access when acquiring, redesigning or rebuilding information systems, including one or more of the following:

- Decision packages submitted for review by OCIO will include open data as a component of the system design, where applicable.
- The agency will create and maintain a data catalog that identifies the category of data held in agency databases – aiding agency staff in determining the appropriate level of public access.

Coordinate technology planning across agency boundaries to facilitate electronic access to state data, including one or more of the following:

- The agency will adopt policies and procedures describing specific staff roles and responsibilities for the management of data, including open data or specific data sets.
- The agency will appoint an executive responsible for overseeing and reporting on their agency's open data efforts.
- The agency will publish a data appendix for each of its legislative reports that cite statistics or maps in support of the narrative, and will make each data appendix available to the State Library's Depository program (See RCW 40.06.030) in searchable, downloadable and machine-readable form.
- The agency will compile and publish a forward-looking "pipeline" of significant upcoming data releases and updates, including but not limited to:
 - legislatively mandated reports (with data appendices),
 - periodic works of data analysis by agency staff,
 - deliverables of agency personal services contracts,
 - geospatial services,
 - special-purpose web pages, and;
 - mobile applications.This "pipeline" will be publicly available, will include the topic area and responsible staff person, and can serve to inform partner agencies of opportunities to collaborate or avoid duplicative data collection.

Develop processes to determine which information the public most wants and needs, including one or more of the following actions:

- The agency's webmaster will track and monthly publish the number of "hits" on select agency web pages – especially those including links to Excel files, CSV files, or Fortress applications, along with the page's title and the name of an agency staff person who worked on the page.
- The agency's contracts department will track and annually publish to data.wa.gov a table of deliveries of data under select agency data sharing agreements, including the date, topic, and (optionally) the name of an agency staff person familiar with the data in question, where/when applicable.
- The agency staff will engage strategic partners for suggestions on which datasets to prioritize.
- The agency's risk manager will participate in one or more measures of the impact of published agency open data.

Develop and employ methods to readily withhold or mask non-disclosable data, including one or more of the following:

- The agency will ensure that at least 10% of its staff complete training within the next year on protection of privacy, redaction of documents for public records requests, or information security. The agency will annually report to the Open Data Program Manager at WaTech the number of staff completing such training, or allow access to agency data in the Enterprise Services Learning Management System (LMS).
- The agency will develop “small numbers,” “linkage” and “de-identification” standards for the agency to apply to datasets before opening those that may contain real or potential personal identifiers.

Develop and employ technical mechanisms for posting open data, including one or more of the following:

- The agency will identify the location where it will post its datasets and IT tools necessary for extracting, transforming and loading this dataset to these sites.
- The agency will develop the processes and responsibilities for posting datasets using these tools.