

Data use Code of Conduct

Wiltshire Community Foundation encourages others to access, use and discuss our open data. We strive towards a strong community and voluntary sector in Wiltshire, and value the contributions and insights that can be gleaned through use of data.

When doing so, we would hope the following basic Code of Conduct is observed:

Accessing our data

Much of the datasets published by Wiltshire Community Foundation are succinct and easily available for download. When accessing our data, we request that you do not place unnecessary burden on our servers by making repeated data requests over a short period of time.

Attribution

When using our data, we request that our licence is observed. When producing any material that uses our data, please ensure an attribution to Wiltshire Community Foundation is included.

Derivation

When making use of our data, always state any steps that were made to undertake calculations or analysis that are not present in the source.

Violations

When using Wiltshire Community Foundation data, you must not:

- Make an application that pretends to be from Wiltshire Community Foundation organisation;
- present the data in a misleading or incorrect manner or to misrepresent or change the data;
- use the name Wiltshire Community Foundation or the Wiltshire Community Foundation website for party political purposes;
- use the data in or to support a criminal or illicit activity;
- use the data on an application to inflame or make comments that are racist, sexist or homophobic, or which promote or incite violence or illegal activity.

Discussion

We encourage discussion of our data, and the uses. In doing so, particularly in our online forums, we request you are respectful of others.

Feedback

If you spot any mistakes, errors or points for clarification, please feedback via our designated channels. We also encourage requests and ideas for new data that Wiltshire Community Foundation may publish. Again, please do so via our feedback channels.

Appendix 1: Wiltshire Community Foundation open data workflows

The following checklists are used by Wiltshire Community Foundation in the preparation, publication and update of open data. These are linked to our open data best practices, detailed in our open data policy. Over time, Wiltshire Community Foundation will update and enhance these.

When preparing any data for publication, Wiltshire Community Foundation would always undertake the following:

Consideration: Privacy	Action
Does the data contain names of individuals?	If yes, then remove
Does the data contain any unique identifiers that can be used to retrieve personal information from external systems?	If yes, then remove

Consideration: Quality	Action
For data that is aggregated, check the results for any outliers	Check source data / reports to validate figures.
For any dataset, check for any blank fields or zero results.	If numerous, check source data. If acceptable, then record in data release table.

Consideration: Segmentation	Action
For any dataset, consider the overall physical file size	If over 10MB, then check contents and consider further segmentation
For any dataset, check the column headers and data labels are legible.	If not, provide lookup file and note in data release table
For aggregated datasets, check that aggregations are explained and logged.	Ensure these are documented in data release table
For any dataset, check that time periods used are in accordance with common standards (eg: financial quarters, calendar months)	If there is a bespoke date range, then detail in data release table

Consideration: Data Codes	Action
For geographic areas used within datasets, provide the code alongside the name.	Applicable to: Local authority Ward Clinical Commissioning Groups
Provide and/or signpost data users to the latest lookup of any codes used.	In the case of administrative geographic regions, refer to authoritative sources such as Ordnance Survey, Office for National Statistics and the NHS.
When using internal / organisation name specific codes, ensure that a lookup and/or explanation is provided.	Log this in the data release table.

Consideration: Formats	Action
For spreadsheets and tabular data, release in standard open formats.	Release as: Open Document Format for spreadsheets (.odf) Comma Separated Format for flat files (.csv)
When working with other data standards and systems, ensure that the format is open and accessible.	Consider XML, JSON or RDF formats as open. Check with standard or publication organisation.
Avoid publishing data in closed, proprietary and formats that make the data inaccessible.	

Open data licence

When publishing data, we will always ensure a relevant licence is provided. Our default licence is a Creative Commons Attribution-ShareAlike 4.0 International (CC BYSA 4.0)

Consideration: Licence	Action
<p>Does the dataset fit within the default licence for [organisation name]?</p> <p>See: http://creativecommons.org/licenses/by-sa/4.0/</p>	<p>If yes, then ensure this is in the data release table.</p> <p>If no, then select alternative, and document accordingly.</p>
<p>Does the data contain any information that is derived from other sources?</p>	<p>If yes, then detail these sources in the data release table.</p> <p>If there may be an issue with these derivations, then seek advice.</p>

Consideration: Schedule	Action
<p>For datasets that are updated periodically, ensure this takes place within acceptable timeframe.</p> <p>Guidance:</p> <p>Monthly updates - two weeks after period ends</p> <p>Quarterly updates - one month after period ends</p> <p>Annual updates - three months after period ends</p>	<p>If data publication is outside of these thresholds, update/add to data release table</p>
<p>Ensure that relevant older data can be accessed after an update - that it is not deleted or destroyed.</p>	<p>For ongoing statistics, ensure the new time period data is made available alongside other periods.</p> <p>Where data must be overwritten, document in data release table.</p>

Consideration: Publishing Channels	Action
<p>When creating data files, check the file name is logical, descriptive and devoid of any inconsistencies. eg: volunteers_statistics.csv rather than</p> <p>volunteersstats(1)-EDITED.csv</p>	<p>Use the shared naming convention wherever possible.</p>

When hosting data files, always ensure that the end URL is accessible, and free from any security barriers, passwords or blocks.	If there is an issue in terms of accessing the URL to the data file, seek advice.
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Consideration: Feedback	Action
When an "Issue" is posted, respond accordingly - even if acknowledgement.	Where the issue can be progressed, respond accordingly. If no action can be applied immediately, respond accordingly.
When feedback is received via settings such as face-to-face meetings or workshops, consider how best to add this to existing feedback.	Where appropriate, create a new Issue for the relevant dataset, attributing the source of the observation / remark.
When comments are made about our usage of open data, respond according to the Code of Conduct.	

Attribution checklist

When using datasets published by other organisations, we will always ensure the following attribution considerations are provided within the context of any material we produce.

Attribution	Comment
Name of the dataset utilised	eg: Adult Learning Centres
Publisher of dataset	eg: Manchester City Council
Source URL (from where the data can be retrieved)	eg: http://www.manchester.gov.uk/site/custom_scripts/getmetadata.php?guid=a65c8dfb-7371-4db9-a3b3-a9e4be72a493
Date retrieved	DD/MM/YYYY
Notes on usage	Any notes on actions undertaken that result in the source data being changed or modified.

Appendix 2: data release table template

Example: Volunteer data

Data consideration	Wiltshire Community Foundation response
Dataset name	Grant data
Brief description	Information on the grants awarded by Wiltshire Community Foundation annually
Responsible person / team <i>Who is the authority for this data?</i>	Programme Director
Privacy <i>What privacy considerations should be taken?</i>	Names and personal details are not included.
Legality <i>Does the data contain any derived data?</i>	No
Format <i>How will be the data be made available</i>	As a spreadsheet, saved in an excel format
Segmentation <i>How will the data be segmented?</i>	One file, with the following reports: Grants awarded to each project Grants awarded from each fund
Dates <i>What date period are used in the data, if any?</i>	The project activity will have a start and end date. Each grant round will be identified by a month.

Structured <i>Does the data contain any inherent jargon or interpretation?</i>	No.
Interoperable <i>How can other datasets be referenced?</i>	Groups charity number will be included Beneficiary area will be identified by LSOA code
Availability <i>How will the data be disseminated?</i>	Our open data registered with 360 Giving
Documentation <i>How will the data (and processes) be described?</i>	On our data website pages.
Updated <i>What is the update timetable?</i>	Annually - within two months of the end of each financial year.
Licencing <i>What licence will be applied?</i>	Creative Commons, Attribution http://creativecommons.org/licenses/by/4.0/
Feedback <i>How will feedback be progressed?</i>	Established Wiltshire Community Foundation feedback processes
Additional Notes	

Appendix 3: Opendata sets

List of datasets published by |organisation name|. This list will be updated and maintained.

Dataset	Description	First published	Update(s)
Funding data	Details of funding provided by us to other organisations		Annually