



Portable Long Service Leave Authority

## OPEN DATA STRATEGY

2013-17



## 1.0 INTRODUCTION

This document defines QLeave's strategies and timeframes for meeting the Queensland Government's Open Data Initiative. It includes the definition, approval, publication and management of agency datasets on the open data portal – [www.qld.gov.au/data](http://www.qld.gov.au/data). The portal's purpose is to increase transparency and accountability, and drive innovation through improving access to government data.

This Open Data Strategy sets out a road map of how QLeave will achieve these objectives between 2013 and 2017. It also explains how QLeave will embed a culture of sharing data through the whole-of-government open data portal, for the benefit of the Queensland community and particularly the building and construction industry.

### Guiding Principles

QLeave's strategy is guided by the Government's overarching principles for open data:

- *Government data will be available for open use.*  
Data will be openly available under flexible licences, allowing for reuse by the public, including by businesses, researchers and individuals.
- *Government data will be available free.*  
Data will be available free in future, unless the cost is set by law, or benefits the Queensland community and has been approved by Cabinet.
- *Government data will be in accessible formats and easy to find.*  
Data will be easily discoverable through [www.qld.gov.au/data](http://www.qld.gov.au/data) in accessible formats that promote its reuse.
- *Government data will be released within set standards and accountabilities.*  
We will make our data available in a timely and relevant manner, unless it is restricted for reasons of privacy, public safety, security, commercial confidentiality or compliance with the law. We will be accountable for the release of good-quality data in accordance with set standards.

### Approach

This Open Data strategy outlines QLeave's approach to:

- publishing data as a normal part of doing business, wherever possible, in line with the Open Data Principles
- making data available on the government's open data portal in machine-readable formats and with the most open levels of Creative Commons license appropriate (allowing for free use, reuse and redistribution of the data subject to crediting QLeave as the original source)
- reviewing data to improve the quality, amount and frequency of publicly released data
- meeting our legal obligations regarding the public disclosure of confidential and personal information by identifying and safeguarding this data to protect it from unauthorised release
- where possible, making it easier to fulfil public requests for information through an open data approach by reducing administrative burdens and 'red tape'.

## 2.0 STRATEGIC OVERVIEW

### Goals and objectives

In the short-term, QLeave will identify data which is in scope for this initiative and can be easily published through [www.qld.gov.au/data](http://www.qld.gov.au/data).

In the long-term, QLeave's goal is to further expand on published datasets through:

- embedding a data sharing culture
- establishing roles, responsibilities and processes to capture the details of new datasets as they are created
- incorporating newly identified datasets into "business as usual" processes to enable their timely and efficient release.

### Scope

This strategy defines in scope data as:

- current or historic, unprocessed, unformatted, not interpreted and machine readable data which are collected, created, extracted or stored by QLeave
- security classified as *Public* through the Queensland Government Information Security Classification Scheme.

Out of scope data for this strategy is:

- data more properly defined as information (that is collections of data that have been processed, analysed, interpreted, organised or otherwise had value and context added). Information is managed through existing *Right to Information* pro-active release processes.
- data classified as higher than *Public* (that is unclassified, in-confidence, protected or highly protected through the Queensland Government Information Security Classification Scheme) and which cannot be re-classified as *Public* even after reasonable attempts at aggregation or de-identification.

## 3.0 DATA

### Data types

QLeave collects, stores, and maintains data to administer the portable long service leave scheme for the building and construction industry. Not all data collected by QLeave is suitable for release due to privacy or confidentiality limitations. Datasets that may reasonably lead to the identification of an individual person or entity are not suitable for publication.

QLeave collects a range of data including, but not limited to:

- data about building and construction industry projects in Queensland notifiable under the *Building and Construction Industry (Portable Long Service Leave) Act 1991* (for example, the type and cost of leviable projects)
- data about building and construction industry workers and employers in Queensland (for example, member details, service records, portable long service leave entitlements and claims)
- corporate and administrative data (for example, data relating to human resources, finance, ICT and procurement).

QLeave also collects data on behalf of the Contract Cleaning Industry (Portable Long Service Leave) Authority as specified in the *Contract Cleaning Industry (Portable Long Service Leave) Act 2005*.

### **Overarching data identification process**

Each QLeave business unit has specific knowledge regarding the data collected, created and used in its work area. Therefore, the unit will be responsible for the initial assessment of the individual datasets they currently produce, as to the opportunity to release under the Open Data Reform initiative. The unit will be responsible for classifying data based on its security classification, the four open data policy principles, an open data checklist, legislative requirements and the OIC privacy guidelines for open data.

The Queensland Government Information Security Classification Framework will be used for the data classification process.

### **Confidentiality and privacy**

Where the dataset contains confidential, personal or other classified data that prevents its publication, reasonable attempts to make the data suitable for public release through aggregation or de-identification will be made. Final release approval will be provided by the QLeave General Manager.

### **Release Strategy**

QLeave will establish an internal method of housing all types of datasets in a centrally managed register. Processes will be developed to ensure that the datasets can be published to, and easily accessed by, the public via the government website [www.qld.gov.au/data](http://www.qld.gov.au/data).

Each dataset is unique and will be updated based on the business unit's schedule of dataset creation. The timing and release of datasets will be based on either a quarterly, bi-annual or annual process.

### **Governance and compliance**

QLeave will also adopt the SSQ Release criterion based on a set of protection criteria:

- Is the information owned or partly owned by an entity other than the Queensland Government which does not allow for an open data release?
- Is the information subject to a contract or agreement or licence that does not allow for release?
- Has the information been classified according to Queensland Government Information Security Classification Framework and considered eligible for open data release?
- Is the release of the information in breach of statutory or legislative requirements?
- Does the release contain information that is subject to court orders, legal proceedings or legal privilege, including legal advice?
- Does the release contain personal, health and/or confidential information that has not yet been de-identified, made confidential, or aggregated?
- Is there a current revenue stream collected for supply of this data?
- Is the information an internal working document of limited public value?
- Does the information contain culturally sensitive material?

QLeave's Right to Information and Privacy Unit Manager is responsible for administering the obligations under the [Right to Information Act 2009](#) and [Information Privacy Act 2009](#). All datasets considered for

release will be assessed to determine suitability within the provisions of the legislation for which QLeave holds responsibility – *Building and Construction Industry (Portable Long Service Leave) Act 1991* and *Contract Cleaning Industry (Portable Long Service Leave) Act 2005*.

QLeave's Executive Management Team will determine the different datasets that can be made available.

If a release is approved, the dataset will be published by updating the open data portal with the relevant metadata details at [www.qld.gov.au/data](http://www.qld.gov.au/data).

## **4.0 FUTURE PROGRAM 2013–2017**

### **Ensuring Quality**

QLeave intends to produce quality datasets for this initiative. The quality of datasets will be a continuous improvement process for QLeave.

### **Promoting the open data culture**

QLeave is committed to continually improving access to data. QLeave will initially focus on embedding the publishing of open data in its day-to-day operations. A number of activities will be centrally coordinated including:

- providing an overarching framework
- coordinating prioritisation and scheduling of data releases
- consolidating progress and performance reports.

Change will be driven, in part, through the annual planning process. Each business unit will:

- identify and assess data to be released
- develop and automate ongoing data extracts,
- check and publish data,
- respond to public requests for new datasets, help using the data, and data quality issues.

Other existing processes that will require change include:

- Internet publishing (check against publishing standards, identify closed data releases)
- Information Asset Register maintenance (include open data metadata)
- System selection (ensure support for publishing of open data)
- Publication authoring (to include the release of embedded data).

The open data initiative will be overseen by the ICT Steering Committee and at executive and leadership levels.

### **Feedback**

QLeave values feedback and interaction with its clients and stakeholders. As the maturity of the Open Data Reform initiative evolves, stakeholder feedback will be incorporated into the identification of future datasets for release.

The QLeave Open Data Strategy will be reviewed and updated every 2 years.

## Appendix 1

### Current datasets to be released and release timeline

Dataset name	Description of data	Target date of publishing	Frequency of update	End of release date	Open licence?
Notified building and construction industry projects in Queensland	Building and construction industry projects required to be notified to QLeave by industry type / value	12/13	Quarterly	N/A	Yes
Registered Workers	Number of workers registered in the long service leave scheme /work classification	12/13	Annual	N/A	Yes
Registered Employers	Number of employers registered in the long service leave scheme/category	12/13	Annual	N/A	Yes