



department for
**culture, media
and sport**

OPEN DATA STRATEGY 2012-2015

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Overview

The DCMS Open Data Strategy defines our approach to making data available in accessible formats for reuse, sharing and exploitation. It identifies key data sources that will become available and any significant improvements to current data sources.

DCMS is committed to providing information in transparent, accessible formats. We recognise that data is a valuable asset and that by making it widely available it can improve accountability as well as stimulate growth and innovation in digital markets and services.

The *DCMS Open Data Strategy* draws on existing policies and frameworks for handling, storing and publishing data, notably *DCMS Information Assurance Policy and Strategy*, *DCMS Information Security Policy* and the forthcoming *DCMS Digital Continuity Policy*. We are also mindful of our obligations under Freedom of Information Act (2000) and the Data Protection Act (1998). See Annex 1: DCMS Open Data Strategy and Information Principles Alignment.

This Strategy only covers DCMS data; it does not currently extend to our arms' length bodies (ALBs) or executive agencies. However we have involved the organisations covered by the Statistics and Registration Services Act 2007 (who are all official statistics producing bodies) in the HMT review of data collections. We have fed back to them and we continue to encourage them to adopt the open data principles and recommendations. Many of our ALBs are already pro-actively making data available, such as English Heritage releasing spatial datasets through the MAGIC interactive web mapping service¹. The British Museum hosts the Finds database², which holds almost half a million records of artefacts and coins found by the public.

DCMS maintains strong relations with ALB analytical leads. Through regular meetings and communication, we will continue to share advice, ideas and coordination/planning of future open data releases. As the respective data expert, ALBs are to decide how data is collected to meet requirements and statutory duties and what data they make open. The DCMS Head of Profession for Statistics is responsible for all official statistics produced by DCMS ALBs.

This Open Data Strategy is correct as of the time publication, but please note that many data collections have not yet been defined, fully developed or as of yet confirmed, so this is likely to change over the course of this time period, in particular, data collections on the Olympics, broadband, and mobile infrastructure. We will update our Open Data Strategy as and when new information is made available.

About the data we publish

Much of the data we publish is in the form of reports which include charts, maps and summary tables of aggregated data, accompanied by technical reports and metadata. This is in line with principle 8 on frankness and accessibility of the *Code of Practice for Official Statistics* (UK Statistics Authority, January 2009). While it should be noted that in many cases there are constraints on publishing raw data due to privacy and disclosure issues we are committed to making as much of this available as possible.

¹ <http://magic.defra.gov.uk/default.htm>

² <http://finds.org.uk/database>

“Make statistics available in as much detail as is reliable and practicable, subject to legal and confidentiality constraints, offering choice and flexibility in the format according to the level of detail required by the user.” *Code of Practice 8.3*

1. Introduction

1.1 Background

The Department produces or collects a small amount of data sources most of which are already in the public domain. The bulk of this data is managed by the Evidence and Analysis Unit (EAU) responsible for building the department's evidence base and ensuring the data is used as effectively as possible. The Department works with partners such as English Heritage, Arts Council and Sport England to commission high quality, consistent national data such as the *Taking Part Survey*, the first in-depth survey of its kind. Some of these data sources are designated ‘official statistics’ and therefore subject to specific codes of practice around release dates, data standards and preparation.

The Department also collects data from third parties and from its arms-length bodies at agreed, reporting frequencies, such as: details of Lottery grants awarded by Lottery distributors; monthly visitor numbers to our sponsored museums and galleries; and local authority public spaces which have been licensed for events. Since 2010 the Department has published administrative information such as financial transactions and staff data in fulfillment of its obligation under HMG Transparency Agenda. *See Annex 2 and 3 for list of data currently published.*

1.2 Our aims

- To support the six over-arching goals of open data: accountability, choice, public service productivity, public service quality (outcomes), social growth and economic growth.
- To publish data by default in transparent, accessible and meaningful ways in machine readable formats.

Short term (2012-13): The creation of an appropriate, sustainable governance structure for open data and transparency; Better integration of DCMS data across publishing platforms to ensure users can access the data they want quickly and easily; Achieve 3-star rating star (publishing data in non-proprietary formats) for all data we publish³. KPI measures for delivering and measuring the *Open Data Strategy*.

Medium term (2013-15): Embed open data and transparency in the culture of the Department; Improve the quality of data; Engage with data users to determine whether data we publish is valuable, appropriate and fit for purpose; Engage with arms-length bodies and other government departments to share and link data; Improve current policy and practices; Explore ways to make more data available under the Open Government Licence.

³ Star rating system as defined by Sir Tim Berner's-Lee for Open Linked Data - <http://data.southampton.ac.uk/5star/>

Long term (2015-): Improve data standards from 3-star (publishing data in non-proprietary formats) to 5-star (link our data to other people's data to provide context).

1.3 Our commitments

- We have a proactive approach to making data openly available for re-use.
- We engage with stakeholders and the wider data community to encourage data sharing and re-use.
- We provide meaningful commentary on released data
- We find ways to improve the quality and reusability of data.
- We improve the accessibility and the reach of data by providing data in several formats and on different platforms.
- We have feedback mechanisms to allow users to make data requests.

1.4 Governance and standards

- We are improving the governance of data by ensuring ownership is agreed and transparent and responsibilities outlined.

Currently the Department has a board level Transparency champion who is responsible for driving forward this agenda at a senior level. He is supported by a range of colleagues throughout the department.

As part of the implementation of this strategy we are committed to reviewing the effectiveness of the current arrangements. In doing this we will look to learn from best practice from other Government department, our ALB family and other organisations in our sectors.

One of the things we will look at as part of this review is the benefits of a closer working relationship with our arms-length bodies on this agenda.

1.5 Reviewing, delivering and measuring the strategy

Measuring benefits and other evaluation tools will be established for delivering and measuring the strategy as part of our work to review our current Governance arrangements. The Strategy will be reviewed annually.

1.6 Open data, privacy and data protection

The Strategy operates in full respect of the rules on the treatment of personal data outlined in the Data Protection Act 1998 and exemptions under the Freedom of Information Act 2000. Personal data collected by our systems will be redacted and/or the data anonymised before publication.

2. Our data sources

This section illustrates the themes of Open Data Strategy using examples from our collections. A complete account of data sources owned by the department which are to be released for the first time or significantly improved is listed in section 3.

In addition to the measures set out here many of our Arms-Length Bodies will also be taking steps to improve the quality of the data they release. For example as part of the London 2012 digital legacy Sport England will be working with the Fitness Industry Association (FIA) and a number of pioneering digital brands to develop a new service that gives user much more data about both sports and fitness spaces and how they are being used. This digital service is called '*spogo*' and will provide an API for developers to access underlying data including data provided by Sport England's Active Places data base.

2.1. Capture and release of Big Data: large routine public service data sets

We recognise the benefits of publishing big data in terms of accountability, public service quality, citizen engagement and social growth.

2.1.1 *Lottery Grants Database:*

Lottery grant data is collected from Lottery distributing bodies at regular intervals and published on the DCMS website twice a month – as nearest to the 1st and 15th of every month. The regularity of their updates is dependent on the size of the Lottery distributor and their frequency of grant giving. See Section 4.1 case study.

2.2. Capture and release of My Data

We do not routinely hold citizens' personal data and have no plans to do so.

2.3. How Satisfaction and Experience Data will be gathered and used: customer insight and user feedback on services

We recognise that user feedback is an important mechanism for improving policy and data quality.

2.3.1 *Survey of Olympic volunteers*

This new collection is part of the meta-evaluation of the Olympics. It is used as a measure of the benefits of the Games, to capture experiences of volunteers and to gauge whether volunteering at the Games has inspired them to volunteer in the future.

2.3.2 *Taking Part Survey*

Since 2005/6 DCMS has commissioned a face-to-face household survey measuring attendance and participation of cultural and sporting activities. We have always included questions on satisfaction and experience of events, from 2012-14 we return to the original sample group and asking them the same questions. In this way we will track change over time for particular individuals.

2.4. The creation of dynamic Information Markets: public service strategies for engagement with data users to drive social and economic growth.

2.4.1 *Cultural heritage data and the Government Art Collection*

Cultural heritage data is an important market internationally as well as domestically: for knowledge transfer in the sectors, cultivating new audiences, and increasingly for commercial exploitation. Open data is core to this industry. In 2010-11 DCMS sponsored

developer events, 'hack days', and encouraged our ALBs to make their data available. DCMS has added the *Government Art Collection* dataset to *CultureGrid* and *Europeana*⁴ and is committed to providing regular updates to these platforms. As we go forward we will continue to encourage data sharing and data interoperability within the sectors.

2.4.2 National Pupil Database

Datasets from the 2009/10 Child Taking Part Survey has been processed to allow for data linkages to Department for Education's National Pupil Database. This will allow data collected through the Taking Part Survey to be combined with data from school records such as attrition rates and school performance. First data will be available from August 2012.

2.4.3 Licensed Spaces Register

The *Register of Licensed Public Spaces*⁵ lists local authority owned public spaces which have already been licensed for a range of events. The information is intended to help event organisers and touring entertainment providers plan events. In 2012-13, we will provide a service to local authorities to improve and update the data and it will be published in accessible formats. We will explore ways to make the data linkable such as using geo-referencing. It is possible that by publishing the data other developers will find innovative ways to make it more widely available.

2.5. Continuously improving the quality of data published

We proactively find ways to improve the quality and reusability of data.

2.5.1 Olympic data

New primary data collections and additions to existing data sources will be conducted to provide evidence for the Olympic meta-evaluation which is measuring the impact and legacy of the 2012 Olympic and Paralympic Games. Not all of these collections are listed in our plan as many will be commissioned and released by other organisations (some of which may have been funded to some extent by DCMS), and some may be commissioned and released by DCMS itself but as of January 2012 have not been confirmed.

2.5.2 Treasure and Portable Antiquities Data

We are making improvements to how data is published by providing this data in platform neutral comma separated values (CSV) format.

2.5.3 Mobile Investment data and mapping data.

We are using spatial data as a more intuitive, user-friendly way to present findings, for example mobile phone 'not spots' in Mobile Investment data to be released 2012-13.

⁴ CultureGrid and Europeana are online aggregators and service platforms which enable re-use and linking of data via an Application Programme Interface (API).

⁵ The current Licensed Spaces Register was last updated in March 2007 and published in PDF format at http://www.culture.gov.uk/what_we_do/alcohol_and_entertainment/3196.aspx

3. List of data to be released for first time, or significant improvements to existing data collections, 1 April 2012 to 31 March 2014⁶

Dataset Name	Description of data.	To be first published on (i.e. date, including month and year)	Frequency of update (e.g. monthly, quarterly, annually)	Issued under the Open Government Licence (OGL) Yes or No ⁷ (*If no, please provide details of alternative publication arrangement)
Taking Part Survey	National Statistic. A new longitudinal panel is being added to the Taking Part Survey, to track change over time for particular individuals (adult and child). Child Taking Part Survey data will also be linked to National Pupil Database	TBC for longitudinal data. August 2012 for Child NPD data.	Quarterly for Taking Part	No. Datasets available on the UK data archive.
School Games Statistics	Official Statistic. Headline Statistics on the number of schools that have signed up for the School Games. Full details of planned breakdowns can be found here http://www.culture.gov.uk/images/publications/DCMS-Indicators-measurement-2011.xls	Summer 2012	Quarterly	No. Reports published on the DCMS website.
Survey of Olympic Inspire Mark projects	Survey of Inspire Mark project managers, examining the numbers involved in projects, the benefits of the programme and the perceived impacts.	Summer 2012	Two waves. Summer 2012, and Autumn 2012.	No. Reports published on the DCMS website.

⁶ There will be a number of data collections taking place relating to the **Olympic and Paralympic Games** in addition to the ones listed above which will feed into the Olympics Meta Evaluation. This includes many that will be commissioned and released by other organisations (some of which may have been funded to some extent by DCMS), and some that may be commissioned and released by DCMS itself but as of January 2012 have not been confirmed.

⁷ The OGL allows the public and business to, for free: copy, publish, distribute and transmit the Information; adapt the Information; exploit the Information commercially for example, by combining it with other Information, or by including it in their own product or application. The full licence can be found at <http://www.nationalarchives.gov.uk/doc/open-government-licence>

Survey of Olympic Pre-Games Training Camps	Official Statistic. Survey of organisers of Olympic Pre-Games Training Camps exploring economic impacts and associated social or community events.	Summer 2012	Summer 2012, and Autumn 2012.	No. Reports published on the DCMS website.
Survey of Olympic volunteers	Survey of volunteers to official Olympic programmes, exploring their experiences, skills gained and propensity to volunteer previously / in the future.	Autumn 2012	Unlikely to be repeated	No. Reports published on the DCMS website.
Survey of East London residents	Official Statistic. Survey of residents in the Olympic Host Boroughs exploring how they have benefitted from Games opportunities and the impact on East London	June 2012	Unlikely to be repeated	No. Reports published on the DCMS website.
Broadband Rollout programme Monitoring data	Official Statistic. Administrative data from local bodies and their suppliers undertaking infrastructure projects on broadband rollout.	August 2012	Quarterly	No. Reports published on the DCMS website.
Mobile Investment Programme	It is not known if BDUK are planning to collect data on coverage of this and other schemes.	TBC	TBC	TBC
Impact of the Urban Broadband Fund	Data on GVA and employment resulting from projects participating in the Urban Broadband Fund.	Mid 2013	TBC - probably six monthly in selected cities.	TBC
Lottery Grants database	Details of every awarded National Lottery Grant	Ongoing	Fortnightly	No. Publically at: www.Lottery.culture.gov.uk/
GAC Online Collection	A searchable image database of over 10,000 works of art collected by the HMG over the past 100 years. Data is also exported to <i>CultureGrid</i> and <i>Europeana</i> for reuse and wider distribution.	On-going	TBC	No. Copyright restrictions apply. The collection is hosted at www.gac.culture.gov.uk
Licensed Spaces Register	Details of all licensed local authority public spaces. Data is supplied by local authorities. This will be of benefit to citizens who wish to hold a regulated event and the hospitality industry in general.	April 2013	TBC	No. Hosted on the DCMS website
Business Models for Sustainability	Data from publicly funded organisations in Culture, Heritage and Sport on finance and organisational practice.	Autumn 2012	TBC.	No. Report to be published on the DCMS website.

Annex 4.1: Case Study: Lottery Grants Database 2012-15

Big Data

Data on National Lottery Grants awarded by the Lottery distribution bodies has been collected by DCMS since Lottery funding began in 1995. This data is collected primarily to ensure that the Secretary of State for Culture, Olympics, Media and Sport can fulfil his function under the National Lottery Act 1993 to be accountable for the expenditure of the National Lottery Distribution Fund. The data also helps to inform policy development at DCMS, assists the Department in answering Parliamentary Questions on Lottery funding, and helps both the Department and the Lottery distributors answer Freedom of Information requests. The data also informs members of the public, MPs, Lottery stakeholders and other interested groups, including Lottery players – where the money raised by the National Lottery has been spent, and where the economic, social and cultural investment has been made in communities across the United Kingdom. Publishing information on Lottery grants not only demonstrates the wide range of Lottery funding but also encourages other groups and individuals to apply for Lottery funds to enhance their local communities.

The data collected by the (internal) DCMS Lottery Grants Database comprises Grant Id, Grant Recipient Name, Grant Date, Grant Status, Charitable Status, Distributing Body Sector, Project Description, Grant Amount, Project Cost, Address and Post Code (when relevant) and Expected Project Completion Date. The data is collected from the Lottery distributing bodies at regular agreed timescales and we issue detailed guidance to the Lottery distributors on the submission of data to the DCMS Lottery Grants Database to ensure the quality of the data is maintained and that the process of submission of itself is not burdensome to the Lottery distributing bodies. The data contained within the DCMS Lottery Grants Database is owned by the Lottery distributing bodies.

The Lottery grant data that we receive (apart from the Grant ID, Address and Postcode details) is publically available and searchable on the DCMS website at: <http://www.Lottery.culture.gov.uk/> - this site is updated twice a month to ensure the information is as relevant as possible to users of the site. This web version of the Database offers users an opportunity of searching the Lottery grant information using a number variables. As well as providing pie charts and graphs that can be created to display Lottery grant information and lists of grant information by year (since Lottery funding began) users can also search the Lottery grant data more intensively by good cause area; by distributing body; by region; by local authority; by parliamentary constituency; by the name of the grant recipient; by the name of the project; by grant date; and by grant amount. The site also offers the Lottery grant information in table form. These tables are updated twice a month in line with the wider website update and allow users to view information in tabular form showing the total monetary value of Lottery grants awarded and the total number of grants by country and region; by local authority; by UK constituency; and a table showing the number of grant awarded and the total number of grants made by each distributing body. Users can click on any grant generated by a generic chart, graph or table, by individual search or via a generated pie chart or graph and view the individual grant details for that award, which include Distributing Body, Good Cause, Recipient Name, Project Name, Grant Date, Grant Amount and Local Authority, Region and UK Constituency (if applicable).

Users of the site are able to download the complete Lottery grant data set or their own specific search results in a text file and use and scrutinize this data independently of the site.

We will be enhancing the data further in 2012 by enabling users to download, embed and share both the generic graphs and pie charts, and those that they create themselves about Lottery funding, from the DCMS website.

My Data

Both the internal and public versions of the Lottery Grants Database contain details of Lottery grants to individuals. Some Lottery distributors provide the name of the individual to the Database, but others prefer to anonymise the entry and do not include address details in their data submission to us. It is a matter for the distributing body to determine how they report details of grants to individual people to us. Available address details are not published on the public version of the DCMS Database for Data Protection reasons.

Both the individual concerned and other users are able to publically access the information held on that individual via the website version of our Database, apart from address and postcode details.

Satisfaction and Experience Data

Anecdotal evidence suggests that users of the web versions of the Lottery Grants Database find the data informative and useful and we are aware that the data is used and scrutinised by journalists, MPs, consultants, Lottery stakeholders and those with an interest in the arts, sport and heritage sectors. We have not undertaken any analysis of the levels of satisfaction amongst users of the Lottery grant data that we publish.

We will be placing a survey on the DCMS Lottery Grants Database in 2012 to establish from users their satisfaction with and experience of the site and the data that we are able to offer on Lottery grant spend. In doing so we will be able to understand what users want from the Lottery grant data that we publish, and the results of the survey will enable us to improve the quality of the data that we publish and will inform whether there are other aspects of Lottery grant data that users would find useful.

Creation of dynamic and Information Markets

In 2010 we recognised and seized the opportunity to improve the way that we presented Lottery grant data on the DCMS website, with a view to making the data more accessible and interactive for users. We developed a series of graphs and pie charts on the public facing web based database to better illustrate Lottery grant data to users.

Users are able to click on segments of a generic pie chart that represent the Lottery good cause areas and from that produce a list of grants for the current year to that good cause, which is downloadable in a text file. Users are also able to select a particular year and produce a pie chart showing Lottery funding for the selected year and produce a list of grants for each good cause area for that year. Users are then able to click on particular grants in the list and view the full details of that grant, which include Distributing Body, Lottery Good Cause area, Recipient Name, Project Description, Grant Date, Grant Amount, and details of the Local Authority, Region and UK Constituency if applicable. Users can generate list of grants for particular years using the graph function and access details of individual grants as with the pie chart.

The website Database also offers a simple search function that enables users to input their local authority name and produce a pie chart and graph showing Lottery grants awarded to that authority in the current year. They are able to click on segments on the pie charts (representing Lottery good cause areas) which produce a list of Lottery grants awarded to that authority in that year and good cause area – the list is also available to download as a text file. Users are able to access previous years of funding

for their local authority and generate pie charts for these years, with viewable and downloadable lists of grants.

We will be enhancing the data further in 2012 by enabling users to download, embed and share both the generic graphs and pie charts, and those that they create themselves about Lottery funding, from the DCMS website

DCMS encourages wider data access and engagement with the developer community. In 2010-11 we provided the entire publically available Lottery grants dataset to 'hack day' events (*Rewired Culture*, *Culture hack day*, and *Young Rewired State*). In 2012-15 we will continue to support data sharing initiatives like these where possible.

Camelot, the National Lottery operator, together with the National Lottery Promotions Unit, have been working together to use the publically available and downloadable Lottery grant data published on the DCMS website to develop a visual Directory of Lottery Funding that will present Lottery grant data in a visually mapped format to enable both Lottery players and the wider public to see where Lottery funding has made a difference in their area. This is a one-off project initiated by Camelot which has involved taking a data scrape of the entire publically available Lottery grants data set and which will visually represent that data. In doing so, Camelot seek to engage and inform a wider scope of interested users, but more importantly Lottery players and those in local communities who will be able to 'see' where Lottery funding has been making an economic and cultural difference to local areas.

This visualised expression of Lottery grant data will sit on the National Lottery Promotions Unit's own website, and link with Camelot's National Lottery game website and the Lottery Funding website run jointly by the Lottery distributors. In joining up the three strands of the Lottery funding process (Lottery game, Lottery funders, and application process) through our Lottery grant data – a 'one-stop shop' will be created for people interested in all aspects of the National Lottery.

We would like to examine the satisfaction and experience data from the survey we intend to run in 2012 to inform whether there is an appetite from our stakeholders to further improve the way that we present Lottery grant data. We would examine the feedback received and determine whether there was scope to improve how we present our data or the data that we publish. However, any further improvements to, or publication of further data would be subject to the availability of resources for this work. In an ideal scenario, we would also like to offer a mapped visualisation of Lottery grant data on the DCMS website, which could be refreshed regularly, and Camelot would be supportive of this. Any further improvements to, or publication of further data are subject to the availability of resources for this work, and against other competing priorities.

Continuously improving the quality of data

We continually strive to improve the quality of the Lottery grant data that we publish. We ensure that the public web version of our Database is refreshed twice a month to ensure that the data is as relevant to users as possible.

In 2008 we instigated a project to redevelop the DCMS Lottery Grants Database, with one of the aims being to improve the quality of the data that was submitted to the Database, while lessening the burden of data reporting for the distributing bodies. This was successful and the data received post -June 2008 is of a better quality than previously received.

As the data on Lottery grants is the property of the Lottery distributing bodies, we need to seek the permission of the distributing bodies to change any data and work closely with them to clean and improve the quality of old legacy data that the Database contains.

Alongside the Lottery grant data we publish, we provide clear caveats for the data and the qualification and limitations of it for users.

In the run up to 2014 we would like to be able to clean the individual data sets from the Lottery distributors to improve the quality of the data, especially the pre-2008 data, to ensure the greater accuracy of the geographic information the Database produces, and to iron out any textural anomalies. However, any further improvements to, or publication of further data would be subject to the availability of resources for this work.

Annex 4.2. DCMS Open Data Strategy and Information Principles Alignment

	Implication	Aligned?	Reference	Detail
Principle 1 - Information is a Valued Asset				
1.1	There is a declaration from the organisation to establish the importance of information to the business	Y	IAPB Minutes IAPB Terms of Reference CSOG Action Plan	In general terms the organisation has declared the importance of information to the business through the creation of the Information Assurance Programme Board (IAPB) and the Corporate Security Operations Group (CSOG). Further DCMS has adopted the role of Information Asset Owners which are assigned to each Head of Department.
1.2	The approach is defined for consistently identifying, categorising and cataloguing Information Assets and their usage	Y	IAO Guidance DCMS Information Security Policy	As part of response 1.1, the Information Asset Owner (IAO) role is how the approach to consistently identifying, categorising and cataloguing is implemented within DCMS. The information asset owner also controls access to the assets for which they are accountable.
1.3	A framework for assessing and recording the value of information assets is established		IAO Guidance IAPB Terms of Reference Information Assurance Policy	The current framework of Information Assurance supports the assessment and recording of value for information assets, however this is not something tracked presently. DCMS is continually working on the maturity of our framework, and will consider expanding the placement of value on information assets at a future time.
Principle 2 - Information is Managed				
2.1	A framework for managing information through the different stages of its lifecycle is established	Y	DCMS Information Security Policy	DCMS utilises the existing framework of Information Management, and this is considered an 'end to end' process covering the entire department - which includes creation, management, use, access and disposal of information.
2.2	The approach to digital continuity is defined		DCMS Digital Continuity Policy (draft)	DCMS has specific Information Management resources working on digital continuity. We are currently working on an overarching approach for the department which we anticipate completing by June 2012.

2.3	A framework for information risk assessment and risk management is established	Y	DCMS Departmental Risk Registers Information Risk Register CSOG Minutes	Each area within DCMS maintains a Risk Management and Risk Assessment document. All risks and assurances are monitored by the Corporate Security Operations Group (CSOG) and reported to the SIRO who reports periodically.
2.4	The approach to ensuring legal and regulatory compliance is defined	Y	IAO Guidance DCMS Information Security Policy	DCMS has an Information Security and Management policy that outlines how we approach legal and regulatory compliance. More detailed policies are in place for specific areas such as Treasury Solicitors (Tsols) and GOE.
2.5	The approach to Information Governance is defined		DCMS Information Assurance Policy	This is defined through the Information Assurance Programme Board
2.6	A skills framework and / or maturity model is established to develop organisational capabilities and culture for information management		IAPB Minutes IAPB Terms of Reference CSOG Action Plan	The IAPB overarching goal within DCMS is to foster a culture of improving organisational capabilities and maturity of Information Management. A skills matrix and alignment with Information Management needs is in progress to support the previously stated goal.
Principle 3 - Information is Fit for Purpose				
3.1	An approach is defined to determining the right quality of information to meet its purpose	Y	DCMS ODS Strategy DCMS Transparency Office for National Statistics	We publish data to satisfy specific requirements and objectives, and to approved standards.
3.2	A consistent approach is established to describing, recording, and communicating information quality	N	DCMS ODS Strategy	<i>Strategy medium term aim</i> with the emphasis on maturing the current policy and practices.
3.3	Processes and governance are established to monitor and assure information quality	N	DCMS ODS Strategy	<i>Strategy short term aim with emphasis on</i> creating appropriate governance structures.
3.4	An approach is defined to recording the relationship between information and its supporting technology platform and format	Y	DCMS Information Management processes	The information is held in Evidence and Analysis Unit records. We publish data in machine-readable, platform neutral and user friendly formats.

Principle 4 - Information is Standardised and Linkable				
4.1	There is a commitment to Open Standards	Y	National Statistics Code of Practice Berners-Lee's Open Linked Data standards.	Statistics are produced to common standards and to consistent definitions to ensure that data are comparable between areas or subjects, as well as over time. Data released under Transparency is published in platform neutral formats. Using Berners-Lee's standards the majority of our data can be classified as 3-star, data is published in non-proprietary formats.
4.2	Corporate standards are established for the organisation	N	DCMS ODS Strategy	<i>Strategy medium term</i> aim to create appropriate governance structures.
4.3	A framework for linking information is established		DCMS ODS Strategy	On a case by case basis, datasets utilise online aggregators and APIs to reuse and link data
4.4	A pragmatic approach for migrating to standardised, linkable data is established	N	DCMS ODS Strategy	<i>Strategy long term</i> aim to progress towards 5-star rating
Principle 5 - Information is Re-used				
5.1	Opportunities to proactively offer re-use opportunities are identified	Y	DCMS ODS Strategy	We use of opportunities like 'hack days' to engage with our stakeholders and the developer community to proactively offer DCMS data for reuse.
5.2	Mechanisms are established to understand and, where possible, overcome the constraints on re-use	Y	DCMS ODS Strategy	Use of anonymisation and removal of address and postcode for example Lottery Grants Database.
5.3	An approach is established for promoting information that can be reused	Y	DCMS ODS Strategy	We have created a data repository at transparency.culture.gov.uk to make the data easily available. We publish information about the data on data.gov.uk
5.4	An approach is established to discovering information that can be reused	N	DCMS ODS Strategy	<i>Strategy short term</i> aim with emphasis on improving governance and publishing processes
5.5	The approach to managing Reference / Master data is established	N	DCMS ODS Strategy	<i>Strategy short term</i> aim with emphasis on improving governance and publishing processes
Principle 6 - Public Information is Published				

6.1	A framework is in place for responding to legal obligations regarding public access to information	Y	DCMS Transparency Freedom of Information	DCMS complies with the Freedom of Information Act and HMG Transparency guidelines. Its public facing website complies with FOI terms and conditions and FOI requests are dealt with as a Priority by the Ministerial Support Team.
6.2	Going beyond the legal obligations, a framework is in place for proactively categorising information in terms of its relevance and suitability for publication	Y	DCMS Transparency Freedom of Information	Information collected as a result of a Freedom of Information request, and considered to be of wider public interest is published on the DCMS Transparency Data repository.
6.3	Channels and processes for publishing information are established	Y	DCMS data publishing channels	Publishing channels include DCMS website, Government Art Collection website, Lottery Grants Database, DCMS Transparency Data repository, data.gov.uk and UK data archive. Information is published through these channels to specific timetables defined by Cabinet office and data owners.
6.4	A pragmatic migration approach for publishing data is established	Y	DCMS ODS Strategy	Our aim is to publish data by default.
Principle 7 - Citizens and Businesses Can Access Information About Themselves				
7.1	A framework is in place for responding to legal obligations regarding citizens' access to information about themselves and how it has been used	Y	Data Protection Act	DCMS complies with the Data Protection Act and the responsibilities placed on it by the Data Commissioner
7.2	Going beyond the legal obligations, opportunities are identified to proactively make information about citizens available to them by default	N	Data Protection Act	DCMS is not required to put such measures in place. We do not routinely collect personal data
7.3	The approach to discovering information about a person is established	Y	Data Protection Act	The Data Protection officer will in all cases establish that the person requesting personal information is genuine prior to any disclosure
7.4	A pragmatic migration approach is established for enabling citizens' to access information about themselves.	N	Data Protection Act	There is not a business need for DCMS to have such a procedure.

Annex 4.3 List of currently published data sources – DCMS family data collections

Ref	Originating organisation	Collection Title	Frequency of data collection	Purpose of Data Collection
1	DCMS	Alcohol, entertainment and late night refreshment licensing National Statistic.	Annual	Monitoring the Licensing Act 2003 and the changes to number of licensed premises. Status: Transferred to the Home Office.
2	DCMS/Sport England/PwC	Free Swimming	Quarterly	Throughput data on number of free swims per age group to help with evaluation of the programme. Status: Ceased.
3	DCMS	Country and Regional Analysis	Annual	As part of HMT's PESA National Statistics.
4	DCMS/HMRC	DCMS Sponsored Museum Monthly Visits	Monthly	To monitor the impact of the free admission policy & to monitor the impact of the Section 33A VAT rebate scheme for free DCMS sponsored museums
5	DCMS/HMRC	University Museum Visits	Annual	To monitor the impact of the Section 33A VAT rebate scheme for university museums which have free admission
6	Olympic Delivery Authority	Jobs, Skills, Futures Employment and Skills update.	Quarterly	1. Number of people working for contractors on building at the Olympic Park and Athletes' Village in East London. 2. Number of apprenticeships and people placed into work through ODA's job brokerage.
7	Olympic Delivery Authority	Geographical distribution of contracts	As contracts are awarded	To understand the spread of contacts awarded across the UK and more widely.
8	DCMS	Museum KPI	Annual	Key performance measures of DCMS sponsored museums and galleries, and is used to assess them and make policy decisions.
9	DCMS / MLA	Export of Objects of Cultural Interest	Annual	Annual statistics on the operation of the export controls on objects of cultural interest, as required by section 10(1)(a) of the Export Control Act 2002, in the United Kingdom in 2009-10, produced by the Museums Libraries and Archives Council on behalf of DCMS
10	DCMS / British Museum	Portable Antiquities and Treasure	Annual	Number of finds reported Treasure (in England, Wales and Northern Ireland) and objects recorded through the Portable Antiquities Scheme (in England and Wales) in 2008.
11	DCMS	Lottery Grants database	Continuous	Fulfills Secretary of State's obligation to Parliament to account for National Lottery spend. To inform members of the public, National Lottery, stakeholders, including

				MPs and others about where and on what the Lottery Distributing Bodies are spending National Lottery money.
12	DCMS - finance, external bodies accounting team	Whole of Government accounts (WGA)	Annual	Annual statutory accounts replication from WGA bodies and details of transactions and balances over £1m. Potentially last year of recording this information in this format – Alignment Project will replace with increased requirements
13	DCMS - finance, external bodies accounting team	Laying of sponsored bodies annual reports and accounts	Annual	Statutory requirement
14	DCMS - finance, external bodies accounting team	Annual public bodies directory	Annual	The submission of data on all DCMS ALBs to the CO followed by the compilation and publication of an annual directory on the DCMS website which gives details of each ALB, its terms of reference, level of funding, senior staff pay etc.
15	DCMS - finance, policy team	The HMT PFI bi-annual Data Collection exercise	Bi-annual	Parliament and HM Treasury need to be kept fully informed of the extent of estimated commitments across the Government's PFI programme.
16	DCMS - finance, policy team	The HMT consolidated annual information about finance staff	Annual	The information is used by GFP and the Finance Leadership Group to identify where FPs are so that they can better plan ahead and, at SCS1+ start to proactively manage the talent and prepare succession plans for critical roles.
17	DCMS - finance, financial operations team	Transparency	Monthly	Monthly publishing of spend over £500 on data.gov.uk. Work includes download data from Integra, redaction work, and uploading to site. New requirement from Treasury will extend this work to include monitoring publication by NDPBs (considerably more work than previously).
18	DCMS - finance, financial operations team	Commercial bank account returns quarterly to Treasury.	Quarterly	Returns from all NDPBs and collating a return to Treasury, answering follow-up queries.
19	DCMS HR	Absence return	Quarterly	to better understand the absence issues across government
20	DCMS HR	Workforce stats	Quarterly/Adhoc/Annual	Annual Civil Service Employment Survey ; Quarterly Civil Service Employment Survey, Organogram and Senior Salaries, Transparency exercise
21	DCMS HR	Compensation stats	Monthly	ONS salary survey to estimate the wages and salaries component for employment
22	DCMS HR	FTE data	Quarterly/Ad hoc	Workforce data

23	DCMS HR	Diversity data	Quarterly/Ad hoc	to make sure diversity is taken in the Department's work
24	Visit England	UK Tourism Survey (from 2011, GB Tourism Survey)	Continuous	The number of visits and nights and spend on domestic overnight travel (business, holiday and visiting friends and relatives). Statutory requirement (Eurostat)
25	VisitEngland	Occupancy Survey	Monthly	To measure bedroom and bedspace occupancy in the serviced accommodation sector. Statutory requirement (Eurostat)
26	VisitEngland	Annual Survey of Visits to Visitor Attractions	Annual	The number of visits made to English visitor attractions, as well as other key information e.g. entry price, domestic vs. overseas visits, child visits, staffing levels etc.
27	VisitEngland	England Attractions Monitor	Quarterly	To provide a regular update on attractions sector performance and business confidence trends
28	VisitEngland	Accommodation Confidence Monitor	5 times a year	Update on accommodation sector performance and business confidence trends. To measure travel intentions over the most important bank holidays of the year
29	VisitEngland	Trip Tracker	3 times a year	To measure travel intentions over the most important bank holidays of the year
30	VisitEngland	Brand, Communications and Satisfaction Tracker	Continuous	To measure the performance of VE and guide the organisation's future activities.
31	VisitEngland	Day Visits Survey	Continuous (weekly).	To measure the volume, value and profile of tourism day visits made by domestic visitors in Great Britain
32	VisitBritain	Anholt GfK Nations Brand Index Survey	Annual	Private sector syndicated Nations Brand Survey on which VB sponsors some questions
33	VisitBritain	CAA Passenger Survey	Continuous	VB sponsored questions included to assess 'welcome' inbound visitors receive at different touch points
34	Sport England	Playing Field Statistics	Annual	To understand impacts on playing fields through Sport England's role as a statutory consultee on any planning application that affects a playing field - SI 2010/2184
35	Sport England	Sport Satisfaction Survey	Annual	To measure and understand what is important to people when they take part in sport and their levels of satisfaction. The results provide performance measures for the funded NGBs and insight
36	Sport England	Active People	Continuous	Performance measures against national strategy aspirations and NGB contracted targets. Supports the sector (including local authorities) with strategic insight and basis for prioritising investment. Status: under review

37	Sport England	Active Places	Continuous	Provide information to the public - where to take part in sport; and to facility providers to ensure that new and current sports facilities are located in the right places.
38	Sport England	Project and programme M&E data	Six monthly / annual (depending on funding programme)	To assess impact and value for money to include understanding of what works. Outcomes influence investment decisions and accountability
39	Arts Council England	A Night Less Ordinary	Quarterly	Corporate evaluation and monitoring Status: Ceased from March 2011
40	Arts Council England	Regularly Funded Organisations	Annual	Corporate evaluation and monitoring
41	Arts Council England	Stakeholder Focus	Annual	To understand the way in which the Arts Council can improve stakeholder relations and performance
42	Arts Council England	Artsmark Annual Feedback	Annual	To get feedback on applicant's experience of the Artsmark Scheme
43	English Heritage	Listed Assets	Annual	For our statutory planning role
44	English Heritage	Heritage at Risk (Battlefields, listed buildings Grade I/II*, protected wrecks, scheduled monuments, Places of Worship)	Annual	To make grant and advice priorities for the historic environment. This will be of use throughout the sector
45	English Heritage	Heritage at Risk (Conservation areas)	Annual	To make grant and advice priorities for the historic environment. This will be of use throughout the sector
46	English Heritage	Planning applications affecting registered parks and gardens:	Annual	To assess level of change/threat to registered parks and gardens
47	English Heritage	Listed building consents and conservation area consents	Annual	To assess level of change/threat to listed buildings and conservation areas
48	English Heritage	Scheduled Monument Consent	Annual	To assess level threat/change to scheduled monuments
49	English Heritage	Implementing Heritage Protection Reforms: A Report on Local Authority and English Heritage Staff Resources	Annual	To assess level of resources available for historic environment services in LPA
50	Duplicate entry			
51	English Heritage	Visitor survey to English Heritage sites	Annual	Assess satisfaction levels and visitor profiles and make changes to EH product offer accordingly
52	English	Mystery shoppers	Four times per	Assess visitor experience

	Heritage		year (NB not quarterly)	Status: Maintain but with cheaper format
53	English Heritage	Customer Services Customer Satisfaction	Monthly	Assess customer experience Status: Scale back collection
54	English Heritage	Stakeholder satisfaction survey	Bi-annual	Assess attitudes and experiences of Eh stakeholders Status: Currently not collecting data
55	English Heritage	Heritage Open Days - Event Registration	Annual	Legal requirement to organise insurance and ensure the event is effectively managed
56	English Heritage	Heritage Open Days - Event Evaluation	Annual	To make changes as required to the Heritage Open Days campaign
57	English Heritage	Assessing public access to sites with EH grants	Annual	Assess whether places are keeping to the terms of their grants which is to ensure public access
58	English Heritage	NW conservation area details	annual	Assess number of conservation areas
59	English Heritage	Conservation Areas	Continuous	Knowledge of conservation areas assists EH staff in their statutory planning role
60	English Heritage	DROITS	Continuous	Important contributor to the maritime record, which is important for marine planning
61	English Heritage	BMAPA Reports	Continuous	Important contributor to the maritime record and makes public information of discoveries made by marine aggregate producers as part of a voluntary scheme
62	English Heritage	AONB	Usually biannual (CorpGIS check every month for updates)	For our statutory planning role
63	English Heritage	Countryside Stewardship Agreements	Monthly	As above
64	English Heritage	Environmental Stewardship Scheme	Monthly	As above
65	English Heritage	Environmentally Sensitive Areas	Monthly	As above
66	English Heritage	Environmentally Sensitive Area Agreement	Monthly	As above
67	English Heritage	Local Nature Reserves	Monthly	As above
68	English Heritage	National Nature Reserves	Monthly	As above
69	English Heritage	RAMSAR	Monthly	As above
70	English Heritage	SAC	Monthly	As above

71	English Heritage	SPA	Monthly	As above
72	English Heritage	SSSI	Monthly	As above
73	English Heritage	British Waterways Land Ownership	Biannual	As above
74	English Heritage	Diocese Boundaries	Annual	As above
75	English Heritage	Archdeaconry Boundaries	Annual	As above
76	English Heritage	Ecclesiastical Parishes	Annual	As above
77	English Heritage	Community Forests	Annual	As above
78	English Heritage	Forestry Commission Woodland (England)	Annual	As above
79	English Heritage	National Trust	Annual	As above
80	English Heritage	Stonehenge Article 4	Annual	As above
81	English Heritage	Stonehenge Areas of High Ecological Value	Annual	As above
82	English Heritage	Stonehenge - Conservation Areas	Annual	As above
83	English Heritage	SeaZone	Quarterly	As above
84	English Heritage	6 Nautical Mile Limit	Annual	As above
85	English Heritage	12 Nautical Mile Limit	Annual	As above
86	English Heritage	Continental Shelf boundary	Annual	As above
87	English Heritage	UK/France boundary	Annual	As above
88	English Heritage	Stonehenge - SMR data	Annual	As above
89	English Heritage	Woodland Trust Sites	Biannual	As above
90	English Heritage	Listed Buildings - Wales	Monthly	As above
91	English Heritage	Scheduled Monuments - Wales	Monthly	As above
92	English Heritage	Parks and Gardens - Wales	Monthly	As above

93	English Heritage	Parks and Gardens - Wales	Monthly	As above
94	Museums, Libraries and Achieves Council	Renaissance Museum Hubs Performance Indicators	Quarterly	
95	Museums, Libraries and Achieves Council	Accreditation Scheme figures	4-5 per year	
96	Museums, Libraries and Achieves Council	Designated Collection Holder figures	Bi-Annual	
97	Gambling Commission	Regulatory Returns	Quarterly or annual depending on licence type	To provide advice to government
98	Gambling Commission	Gambling Licensing Authority Returns	Quarterly and Annual	To fulfil the requirement under the Gambling Act 2005 to collect this information as part of our co-regulatory functions with local authorities.
99	Gambling Commission	Small Society Lotteries	Continuous	
100	Gambling Commission	Gambling Temporary Use Notices	Continuous	
101	Gambling Commission	Club Machine Permits and Club Gaming Permits	Continuous	
102	Gambling Commission	Gambling Premises	Continuous	
103	Gambling Commission	British Gambling Prevalence Survey	Triennial (collected in 2009/10)	To provide advice to government
104	Gambling Commission	Omnibus survey	Quarterly	To provide advice to government
105	UK Film Council	UK Film Production	Quarterly	To contribute to providing market intelligence, carry out statistical analyses of the UK film industry. To include in Statistical Yearbook and production statistical releases. Also for ad hoc analyses (e.g. for PQs)
106	UK Film Council	British Certification of UK Film	Quarterly	As above
107	UK Film Council	UK Share of Box Office	Bi-Annual	As above
108	UK Film Council	International theatrical results for UK films	Annual	As above

109	UK Film Council	Awards won by UK talent	Annual	As above
110	UK Film Council	UK Share of Films on TV	Annual	As above
111	Ofcom	Technology Tracker	Three Waves	To inform Ofcom's decision making and to meet statutory duties
112	Ofcom	Media Literacy Tracker - Adults	Bi-annual	As above
113	Ofcom	Public sector broadcasting Tracker	Continuous	As above
114	Ofcom	Media Literacy Tracker - Parents & Children	Bi-annual	As above
115	Ofcom	Media Tracker	Bi-annual	As above
116	Ofcom	Switching Tracker	Annual	As above
117	Ofcom	Telecommunications Market data update	Quarterly	As above
118	Ofcom	Data for the radio sector	Annual collection on revenue only.	As above. Data also collected from community stations on licence obligations
119	Ofcom	Data for the television sector	Annual (monthly for PSBs)	As above
120	Ofcom	Television access services	Bi-annually	As above
121	Ofcom	Digital Television update	Quarterly until June 2011 - then stopped	As above Status: To be replaced with data from Technology Tracker
122	Broadband Delivery UK	Broadband Rollout programme Monitoring data	Quarterly	Increasing broadband coverage, particularly into rural and remote areas, is one of the key objectives of BDUK's investment programme. The data to be collected will be designed to reflect progress on this objective
123	National Lottery Commission	Under 16 Gambling Prevalence Survey	Ad-hoc	Assess level of NL play among under16s to enable advice on statutory duty
124	National Lottery Commission	National Lottery Value	Monthly - but only currently on initial short-term trial	Understand what is important to public about NL and how it is performing in line with that, to enable advice on statutory duty
125	London Organising Committee of the Olympic and Paralympic Games (LOCOG)	Programme and Organisation Reports	Monthly	Assurance of LOCOG to minimise risk of call on government guarantee of Olympic funding

126	Youth Sport Trust	School Games Statistics	Quarterly	Headline statistics on the number of schools that have signed up for the School Games.
127	London Organising Committee of the Olympic and Paralympic Games (LOCOG)	Survey of Olympic Inspire Mark projects	Two waves. Summer 2012, and Autumn 2012.	Survey of Inspire Mark project managers, examining the numbers involved in projects, the benefits of the programme and the perceived impacts.
128	DCMS	Survey of Olympic Pre-Games Training Camps	Two waves. Summer 2012, and Autumn 2012.	Official Statistic. Survey of organisers of Olympic Pre-Games Training Camps exploring economic impacts and associated social or community events.
129	London Organising Committee of the Olympic and Paralympic Games (LOCOG)	Survey of Olympic volunteers	Unlikely to be repeated	Survey of volunteers to official Olympic programmes, exploring their experiences, skills gained and propensity to volunteer previously / in the future.
130	DCMS	Survey of East London residents	Unlikely to be repeated	Official Statistic. Survey of residents in the Olympic Host Boroughs exploring how they have benefitted from Games opportunities and the impact on East London
131	DCMS	Broadband Rollout programme Monitoring data	Quarterly	Official Statistic. Administrative data from local bodies and their suppliers undertaking infrastructure projects on broadband rollout.
132	DCMS	Mobile Investment Programme	TBC	It is not known if BDUK are planning to collect data on coverage of this and other schemes.
133	DCMS	Impact of the Urban Broadband Fund	TBC, but probably six monthly in selected cities.	Data on GVA and employment resulting from projects participating in the Urban Broadband Fund.
134	DCMS	GAC Online Collection	TBC	Providing data in reusable formats for use via CultureGrid and Europeana.
135	DCMS	Licensed Spaces Register	TBC	Details of all licensed local authority public spaces.
136	DCMS	Business Models for Sustainability	TBC	Data from publicly funded organisations in Culture, Heritage and Sport on finance and organisational practice.

Annex 4.4 List of data already published – DCMS only

DCMS Data collection	Data formats	Star Rating	Raw data released?
Taking Part - Findings from the adult survey	Online tables, Netquest, National Archive (for registered researchers)	3	Yes (but only for registered researchers)
Taking Part - Findings from the child survey	Online tables, Netquest, National Archive (for registered researchers)	3	Yes (but only for registered researchers)
Local Area Statistics	Online Excel tables	2	No
Museum visits	Online Excel tables and .csv	3	
Museum performance indicators	Online Excel tables and .csv	3	
Export of Objects of Cultural Interest	Online aggregate tables in Word	1	No
Portable Antiquities and Treasure Report	Online aggregate tables in Word	1	No
Alcohol, entertainment and late night refreshment licensing statistics	Transferred to HO	-	-
Free Swimming	Ceased	-	-
2012 Games Legacy Meta-Evaluation	TBC	-	TBC
London 2012 Legacy Research	Tables within word document	1	No
Tourism employment	Released by ONS	-	No
Sports satellite account	Tables within word and pdf documents	1	No
Creative Industries Economy Estimates	Tables in word document (and Excel for release before December 2010)	2	Yes*
Estimates of productivity of the creative, tourism and leisure related industries	Ceased	-	-
Lottery Grants Database	Online database, with search term functionality. Txt files which can be easily convertible to .csv	3	Yes
	Average Rating	2.1	