

<b>OPEN DATA</b>	<b>POLICY</b>	
	<b>Document Number:</b>	AS-IT-PL-5240
	<b>Version Number:</b>	01

### 1.0 Purpose:

To promote transparency, access, accountability, efficiency, collaboration, civic engagement, economic development, and innovation through Open Data. This policy sets Open Data as the default at VTA, meaning VTA will begin a phased and incremental approach to proactively share internal VTA data publicly on the web in a machine-readable, accessible and easy-to-use format.

### 2.0 Scope:

This policy applies to all VTA employees, consultants, contractors, and other agents responsible for the production or maintenance of VTA data.

### 3.0 Responsibilities:

- 3.1 **Open Data Program:** The Planning and Program Development division will coordinate VTA's Open Data program.
- 3.2 **Open Data Committee:** This committee will include representatives from each division, appointed by division directors. The committee will review and approve any potential open data releases.
- 3.3 **Open Data Coordinators:** Each VTA division head will designate an Open Data Coordinator or multiple Coordinators to enforce this policy within that division and serve as that division's representative on the Open Data Committee.
- 3.4 The General Counsel's Office will review proposed open data releases to ensure consistency with applicable laws and to protect against disclosure of data that is confidential, privileged or otherwise exempt from or inappropriate for disclosure.
- 3.5 VTA employees and others who generate or maintain any VTA information or data shall comply with this Policy in collaboration with their division Open Data Coordinator and other Open Data program members.

### 4.0 Policy:

- 4.1 This policy is consistent with applicable public information and disclosure laws. This policy will not apply to data that is confidential, privileged, or otherwise exempt from or inappropriate for disclosure under the California Public Records Act or any other law, rule, regulation, policy or VTA business interest.
- 4.2 VTA will strive to publish data using machine readable formats, follow common data standards, include metadata and follow one of the following Open Data Commons data

<b>OPEN DATA</b>	<b>POLICY</b>	
	<b>Document Number:</b>	AS-IT-PL-5240
	<b>Version Number:</b>	01

licensing standards:

Public Domain Dedication and License (PDDL) – “Public Domain for data/databases”

Attribution License (ODC-By) – “Attribution for data/databases”

Open Database License (ODC-ODbL) – “Attribution Share-Alike for data/databases”

- 4.3 VTA will over time endeavor to establish an inventory of existing disclosable data owned or created by the agency. This inventory will be created incrementally in a phased approach and updated in collaboration with division Open Data Coordinators.
- 4.4 VTA will establish and maintain an Open Data Portal at <https://data.vta.org> or its successor site.
- 4.5 The Open Data Committee will review planned releases to assess whether there are sufficient resources available to prepare the data and to address privacy, safety, security, confidentiality or other concerns. Once the data has been prepared, the Open Data Committee will review the data and approve its release through the Open Data Portal.
- 4.6 This policy applies to all VTA contractors or vendors. Language should be included in contracts to ensure that VTA contractors’ data collection processes will adhere to this Open Data Policy within reason. All data collected by VTA contractors and vendors will be provided to VTA in its raw machine readable format as soon as it is available. Data published under this policy will include information managed by vendors and contractors, in accordance with all relevant laws, rules and regulations.
- 4.7 Information published to a web site or public sites, will comply with Section 508 of the Rehabilitation Act and the Americans with Disabilities Act.
- 4.8 No license of fee requirements will apply to the re use of published data. Those who use VTA Open Data will be encouraged to accurately cite VTA as the source of the data.
- 4.9 This policy will be reviewed and updated as needed.

## **5.0 Definitions:**

- 5.1 Data: The term “data” refers to all structured information unless otherwise noted.
- 5.2 Data Set: The term “data set” refers to a collection of data presented in tabular or non-tabular form.

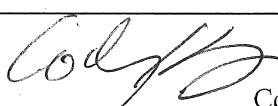
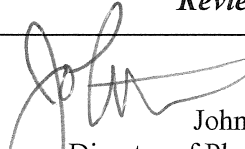

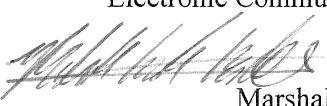
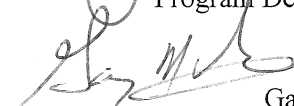


<b>OPEN DATA</b>	<b>POLICY</b>	
	<b>Document Number:</b>	AS-IT-PL-5240
	<b>Version Number:</b>	01

- 5.3 Metadata: "Data about data." It provides information about one or more aspects of the data such as means of creation, purpose, time and date of creation, creator or author, location, and standards used.
- 5.4 Machine Readable Data: Data that is in a standard, open format that a computer can read and understand, such as CSV, JSON, and XML.

**6.0 Summary of Changes:**

Initial release of this policy.

**7.0 Approval Information:**

<i>Prepared by</i>	<i>Reviewed by</i>	<i>Approved by</i>
 Cody Kraatz Administrator of Electronic Communications	 John Ristow Director of Planning & Program Development	      Nuria I. Fernandez General Manager
 Marshall Ballard Senior Transportation Planner	 Gary Miskell Chief Information Officer	
 Robert Victor Information Systems Supervisor	 Robert Fabela General Counsel	

12/22/2015

Date Signed

