**UNIVERSITY OF CAPE COAST**

**COLLEGE OF HUMANITIES AND LEGAL STUDIES**

**DEPARTMENT OF DATA SCIENCE AND ECONOMIC POLICY**

**MSc. DATA MANAGEMENT AND ANALYSIS (SANDWICH)**

**DATA CURATION AND MANAGEMENT PLANS**

**ASSIGNMENT ONE**

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**Questions: A**

1. One page commentary on data policy of your respective organizations covering the following areas:
2. Structure of Data Dissemination
3. Format of Data Dissemination
4. Data sharing Protocols and Procedures if any
5. Data Visibility(Website/social media handles)

**Answer: A**

Local government data policies may vary, but here are some general guidelines:

1. **Structure of Data Dissemination:**

- Data Catalog: A centralized catalog listing available datasets, formats, and access levels.

- Data Portal: A dedicated platform for publishing and accessing data.

- Departmental Data Pages: Individual departments may maintain their own data pages.

2. **Format of Data Dissemination:**

- Open formats: CSV, JSON, XML, and PDF.

- Machine-readable formats: API access for automated data retrieval.

- Human-readable formats: Visualizations, reports, and interactive dashboards.

3. **Data Sharing Protocols and Procedures:**

- Data Request Form: Standardized form for requesting data.

- Data Sharing Agreement: Memorandum of Understanding (MOU) outlining terms and conditions.

- Data Governance Committee: Oversees data sharing, ensures compliance, and resolves issues.

4. **Data Visibility:**

- Website: Dedicated data portal or section on the official website.

- Social Media: Utilize social media platforms to promote data releases and updates.

- Open Data Platform: Utilize platforms like Socrata, ArcGIS, or CKAN for data sharing.

**Question: B**

Suggest ways by which the mention areas of curation can be improve/implemented in your

**Answer: B**

- **Metadata**: Provide detailed metadata for each dataset, including description, format, and update frequency.

**- Licensing**: Specify licensing terms for data reuse, such as Creative Commons or custom licenses.

**- Security:** Implement access controls, encryption, and authentication mechanisms to protect sensitive data.

**- Privacy:** Ensure compliance with privacy regulations, such as GDPR or CCPA, when sharing personal data.

- **Documentation:** Maintain documentation on data policies, procedures, and technical specifications.

- **Training:** Offer training and support for staff and the public on data access, use, and analysis.