Dataset risk assessment considerations

This list is provided to facilitate a risk assessment of potential data to be published as open data in [Ontario’s Data Catalogue](https://www.ontario.ca/data).

## Process considerations

Prior to submitting this dataset to TBS, please ensure you have reviewed the Guidebook to the Open Data Directive and understand the publication process.

* Has the data undergone a risk assessment?
  + Has your legal area assessed the data for legal and other considerations?
  + Has your FOI area assessed the data for privacy and other considerations?
  + Has your communications area assessed the data for issues and drafted an issues management plan if necessary?
* Have you shared a draft of the Dataset Description Form with TBS Open Government Office to coordinate a Cabinet Office plain-language review? Is the Dataset Description Form complete?
* Have you worked with communications to update your open data housebook note?
* Is your minister’s office aware that this dataset is going to be released?
* Is the data provided in an Open Format? For example, it is a CSV file, not a PDF.
* Have you confirmed the data should not be exempted from publication due to:
  + statutory confidentiality requirements; or
  + legal, security, confidentiality, privacy or commercial sensitivity reasons

## General assessment considerations

Ensure you have discussed the answer to all of these questions prior to submitting this dataset.

* Are the entries in the potential dataset actually data, as defined by the Open Data Directive?
* Could data misinterpretation lead to erroneous information being created? Has appropriate documentation been supplied to explain any limitations in the data?
* Could premature disclosure of the data negatively impact government capacity to provide services and make decisions (government confidentiality)?
* Could the data undermine regulatory efforts, affect labour relations, and/or compromise budget confidentiality?
* Have you included, or considered including a data dictionary and/or releasing information that could provide additional context?
* Have you reviewed the dataset in the context of already published open data, considering whether this data could be combined with other datasets to compromise privacy?

## Legal considerations

Treasury Board Secretariat legal branch has developed further considerations for legal counsel to consider, which counsel can request from TBS legal.

* Are there any impediments to releasing the data under the [Open Government Licence - Ontario](https://www.ontario.ca/page/open-government-licence-ontario)?
* Is the data subject to any statutory restrictions that prevent it from being released as Open Data?
* Is the data subject to any other confidentiality restrictions that prevent it from being released as Open Data?
* Do you have the right to release the data publically?
* Are there other restrictions or risks associated with releasing this data? For example, could releasing this data interfere with the administration of justice?
* Could releasing this data result in potential legal liability?
* Are there risks associated with future uses?
* Is the data under investigation?

## Privacy considerations

* Does the dataset contain any information that can be associated to an individual?
* Does the dataset require additional privacy measures to be taken? (i.e., aggregation, cell suppression, etc.)
* Is the data classified as non-confidential?
* Is the release of this dataset in accordance with FIPPA/ MFIPPA?
* Does the release of the dataset require Privacy Impact Assessment (PIA)?
* Could this dataset be combined with other public datasets to identify an individual?

## Safety and security considerations

* Are personal privacy/public safety threatened?
* Could the data be used deliberately to harm critical infrastructure?

## I&IT considerations

* Has the data been reviewed to ensure accuracy of content?
* Have you documented or remediated any data quality issues? No dataset is expected to be perfect.
* Do you anticipate any technical impediments to the linking of the data on the catalogue?
* Is the data part of a larger set? Do those sets need to be made available at the same time?

## Communications considerations

Ensure that the discussion of these questions is reflected in any notes prior to submitting this dataset.

* Does release of the datasets produce information sensitive to the public opinion?
* Can you think of any sensitive or political issues in the media that these datasets will impact?
* Does release of the dataset require an issues management strategy? If so, have you prepared one?

## French language services considerations

Raw data is published in the language in which it was collected. However, the data description and any accompanying data dictionaries or documentation must be translated.

* Has the ministry or program area translated all the necessary information?
* If the data is collected or produced in French, is the French version being made available?