المركز الوطني
للتعليم الإلكتروني
National eLearning Center

OPEN DATA POLICY

Table of Contents

1. DEFINITIONS AND ABBREVIATION

#	Description	Abbreviation
2	NeLC is the competent authority for eLearning.	NeLC
3	A collection of data on a particular subject grouped together in a single list or file.	Dataset
4	Data Management Office at NeLC	Data Office
5	National Data Management Office.	Office
6	Any government or affiliated public institution in the Kingdom. Any company that manages, operates, or maintains public facilities or national infrastructure, or performs a public service in relation to the management of such facilities or infrastructure, is deemed to be a public institution.	Public Institution
7	Any data, regardless of source or form whatsoever, which could lead to the identification of a person, or make it possible to identify them directly or indirectly, including: name, ID number, addresses, phone numbers, license numbers, personal records and property, bank account number, credit card number, images or videos of the person, and other data of a personal information.	Personal Data
8	A collection of facts in a raw or unorganized form such as numbers, characters, images, video, audio recordings, or symbols.	Data
9	Ability to access the data and technical resources of the institution logically and physically for usage.	Data Access
10	The state of making data accessible and usable when needed in timely and reliable manner.	Data Availability
11	Raw or processed data -unprotected- that is received, produced or held by public institutions, regardless of its source, form or nature.	Public Information
12	Datasets that are machine-readable- made publicly available for free such that any person, public or private institution can use or share it.	Open Data
13	One of the following: "Top Secret", "Secret", "Restricted", and "Public."	Data Classification Level
14	Information that describes data and its characteristics, including business, technical and operational data.	Metadata
15	Structured data in a specific format that can be automatically read and processed by computers, tablets and other devices.	Machine-Readable Data
16	The Central National Portal dedicated for managing, storing and publishing open datasets across the Kingdom.	National Open Data Portal

17	A license that regulates the use of open data.	Open Data License
18	Any widely accepted, non-proprietary, platform-independent format, machine-readable method for automated processing for such data, and facilitates analysis and search capabilities.	Open Format
19	The transmission of personal data to an institution outside of the Kingdom –by any means necessary- to process it directly or indirectly in accordance with defined purposes based on legal basis, including transmission for security purposes, or the protection of health, public safety, or in compliance with an agreement to which the Kingdom is a party of.	Transfer of Personal Data
20	The outputs resulting from the transformation of data to create added value by collecting, enriching, preparing, analyzing, representing or correcting more data. etc.	Data Products (Processed Data)
21	Any natural or corporate individual who applies or uses artificial intelligence systems to achieve defined goals.	User
22	Any person given the authority to access data for reading, using or updating it based on the responsibilities as authorized by the Business Data Representative.	Data User
23	The person who is ultimately responsible for the data being collected and maintained by the public institution affiliated with, usually a member of senior management. A Public institution may naturally have multiple Business Data Representatives.	Business Data Representative
24	The person responsible for protecting data by applying the approved regulation of the data classification, as well as maintaining the systems, databases, and servers that store and support the data. Usually a member of the IT department.	Business Data Specialist
25	The process of developing, implementing, and monitoring plans, policies, programs, and practices to enable institutions to govern data and enhance its value as an asset.	Data Management

Table 1: Definition and Abbreviation

V2.0

1. INTRODUCTION

Open Data represents a set of machine-readable freely public information without restrictions through the dedicated page on the Centre's website and the National Open Data Portal, and can be used or shared by any person, public or private institution.

1.1 .Purpose

This document aims to clarify the open data policy to provide access to open data, promote transparency between NeLC and beneficiaries and enable the creation of added value to the data.

1.2. Scope

The scope of this policy covers all data and information within the level of classification "Public" produced by NeLC, regardless of its source, form or nature. This includes paper records, emails, information stored on computers, audio cassettes, video, maps, photographs, manuscripts, handwritten notes, or any other form of recorded information.

1.3. The Objective of the Open Data Policy

- Enable individuals to gain a better understanding of how NeLC operates by providing access to open data.
- Promote transparency by providing beneficiaries with access to open data.
- Encourage innovation and economic growth by enabling institutions and individuals to use data to create new value-added services.
- Stimulate and support research by conducting research and studies based on published information and statistics.

2. OPEN DATA PRINCIPLES

Open by Default	Ensures that institution's public data is made available to all by disclosing it, enabling access to it, or using it, unless the nature of data requires non-disclosure or protection of its privacy or confidentiality.
Open Format and Machine Readability	Data is made available and provided in a machine-readable format, that allows it to be processed automatically so that it is saved in commonly used file formats such as: CSV, XLS, JSON, XML.
Up to Date Data	The latest version of the datasets is published regularly and made available to everyone. Data collected by public institutions are also published as soon as possible after collection, whenever possible, with priority given to data that are less useful over time.
Comprehensive	Open datasets should be comprehensive, include as much detail as possible, and reflect recorded data in a way that does not contradict the Personal Data Protection Policy. Metadata that illustrates the primary data should also be included, along with explanations or equations that explain how the data is derived or calculated.
Non-discriminatory	Datasets should be available to everyone without discrimination and without registering in any platform. Anyone can access published open data at any time without having to verify identity or provide justification to access.
Free of charge	Open data should be freely available for all.
License for Open Data in the Kingdom	Open data must be subject to a license that defines the legal basis for using open data, terms, obligations and restrictions imposed on the user. The use of open data also indicates the acceptance of the license terms.
Developing a Governance Model	Engaging everyone could play a role in open data to enable access and participation for all, enhances transparency and accountability

of public institutions, and supports decision-making and service delivery.

Inclusive Development and Innovation	The reuse of open data must be promoted along with providing the necessary supporting resources and expertise. It is also necessary to integrate the various institutions to prepare the next generation of innovators in open data and involve individuals and institutions in general to unlock the potential of open data.

3. PROVISIONS OF THE OPEN DATA POLICY

1.1. Rights Granted to Open Data Users:

- NeLC provides access to open data through its website and made available to all beneficiaries, they have the right to use this data on their own responsibility, this right is guaranteed to all beneficiaries and is freely available.
- Users can request additional datasets.

1.2. Responsibility of Open Data Users:

- The responsibility of visitors and beneficiaries of NeLC's Open Data Portal should be clarified; by granting them the right to review the reuse policy for any update. Reading the policy or the use of the open data published in the portal constitutes the user acceptance of the terms and conditions of the open data reuse policy.
- Clarify the responsibility of the open data user, to be responsible for the reuse of the NeLC's open data. The reuse of data must not result in any errors regarding the content, source and date.

1.3. Terms of Reusing Open Data:

- The user must not distort open data or its source.
- This data must not be used for political purposes or to support illegal or criminal activity, in racist, discriminatory comments, incitement, negative impact on culture, equality, or any irregular activity or contrary to the Kingdom's customs and traditions.
- The source of reused information should be cited by adding NeLC's website or other sources links to preserve the intellectual property of the data, its credibility and the validity of its source.

- The data may not be used in a way that suggests that the user is an official institution, or that such data has been authorized to be published privately.

1.4. NeLC Responsibilities:

- NeLC does not guarantee the continuous availability of this data or part of it.
- NeLC shall not bear any responsibility for any errors or missing data in the open data.
- NeLC shall not bear any responsibility for intellectual products, studies or reports based on this data.
- NeLC shall not bear any responsibility for any damage or misuse of any institution as a result of the use of the open data on NeLC's website.
- NeLC shall not bear any responsibility towards the users of this data, and any damage or loss that may occur to them due to its reuse.

1.5. Open Data Lifecycle

Open data policy defines the general rules and obligations that NeLC must comply with during the open data lifecycle, which include the following:

1.5.1. Appointing Open Data and Information Officer

Open Data and Information Officer shall be appointed to the Data Office and shall be responsible of supporting the planning, implementation and reporting of the open data agenda in accordance with this policy. The Officer is responsible for the following:

- Develop and document the processes required at all stages of the open data lifecycle, including but not limited to:
- Identify the general datasets to be published by NeLC.
- Verify the compliance of open data with information security, personal data privacy and data quality requirements and regularly review and address related concerns.
- Ensure publishing and updating datasets in an appropriate format and schedule, to ensure their quality, comprehensiveness and exclusion of any restricted data.
- Collect feedback, analyze the performance at the institution level and improve the overall impact of open data at the national level.

- Ensure that the open data plan is reviewed and updated on a regular basis.

- Submit an annual report to the Data Office on the open data plan and the level of progress in achieving the objectives set out in the plan.

- Coordinate to organize training course on all open data issues with the support of or in coordination with the Data Office.

- Coordinate the awareness campaigns to ensure that potential users are aware of the availability,

nature and quality of the open data published by NeLC.

1.5.2   Open Data Planning

Developing a plan for open data with strategic objectives, datasets, methodology and prioritization criteria. The plan includes:

- Strategic objectives of open data.

- Methodology and criteria for prioritization.

- Identification and prioritization of NeLC's datasets to be published.

- Key performance indicators and open data objectives for NeLC.

- Training needs related to open data.

- Responsibility of NeLC and Beneficiary.

- Terms of Reuse.

- Open data channels.

- Timetables for posting and updating open data.

1.5.3 Open Data Identification

Identifying open datasets through the following steps:

- Identify data and public information: To assess the value of data, identify all datasets classified as "Public" through the data classification process and ensure that privacy is protected in accordance with the Personal Data Protection Policy to prevent the publication of personal information by mistake. The benefits, applications and possible uses of each dataset must then be identified.

- Data usefulness assessment: After identifying the datasets, key factors related to usefulness of data that play a role in assessing their value, including data completeness, accuracy, consistency, up-to-datedness, limitations, exclusivity, potential risks from publication, accessibility, and integration with other data.

- Identify potential stakeholders: After assessing the usefulness of the data, all potential stakeholders or persons in the entire Chain Value are identified and know their main drivers from which revenue can be generated through the development of data products or services for the public interest such as those that contribute to the improvement of quality of life.

- Register and publish Metadata for defined open datasets.

- Study the combination of several open datasets if it will raise the level of data classification to protected data.

1.5.4. Open Data Publishing

:Publishing NeLC's open datasets on the Saudi Open Data Portal through the following steps

- Publish NeLC's open datasets on the Saudi Open Data Portal.

- Ensure that data is published using standardized, machine-readable and non-proprietary formats, including but not limited to CSV, JSON, XML, RDF, and dataset files must be accompanied by documentation containing instructions on how to use them.

1.5.5. Open Data Updating

- Updates published open datasets regularly as follows:

- Ensure that all published open datasets are regularly updated in accordance with the established mechanism and timetables.

- Perform continuous review of the published open datasets to ensure they meet defined regulatory requirements.

- Regularly update and document changes to its published Open Datasets and associated metadata whenever changes occur. Maintain data traceability by documenting data provenance and maintaining versioning history of the dataset.

- Publishing open datasets with quality constraints identified and documented in metadata.

1.5.6. Open Data Performance Tracking

Tracking open data performance through:

- Analyze the volume of demand for published open data and their utilization rate to understand the volume of public demand and reprioritize datasets accordingly.

- Collect and respond in a timely manner to users' requests for additional datasets. Whether applications are submitted directly or through the Saudi Open Data Portal.

.1.6**Roles and responsibilities**

.1.6.1 :Director General of the National eLearning Center or his Deputy:

The Director General is responsible for open data practices at the Centre and his responsibilities include:

- Approve the Open Data Plan: Approval and supervision of the implementation of the Open Data Plan.

- Assign Open Data Roles: Assign different open data roles.

- Approve the Annual Open Data Report: Approve the annual open data report prepared by the Director of the Data Office.

1.6.2. Director of the Data Management Office

- The Centre's Strategic Director of Open Data Operations responsibilities include:

- Strategic planning of Open Data: Supervise the development of the open data plan and provide it to the NeLC's Director General or his Deputy. The Director of Data Management Office also reviews open data performance, identifies opportunities for improvement and refers to it in the Open Data Plan.

    - Open Data Supervision: Review and prioritize open data identification activities, approve its publication and ensure the implementation of updates activities.

    - Compliance with the Open Data Policy: Ensure conformity of NeLC's open data activities with the national data policies, including, but not limited to, data classification, protection of personal data privacy and freedom of information.

    - Coordination with the Office: The Director of the Data Office is the first coordinator between the NeLC and the Office for Open Data and solves the NeLC related problems and escalates them to the Office if necessary.

1.1.1. Open Data and Information Officer

Is the Operation Director of Open Data at NeLC, and their responsibilities include:

- Open Data Planning: Develop the open data plan, including methodology for identifying priority open data and setting objectives and key performance indicators to be agreed upon along with the Director of Data Office.

    - Open Data Management: Manage open data activities within the institution, specifically:
    - Identification of open data.
    - Prioritization of datasets to be published.
    - Preparation of datasets for publication and documentation of metadata.
    - Publish open datasets on the Saudi Open Data Portal.
    - Update, maintain, and review the quality of published datasets.
    - Collect open data requests: Review feedback on open data relevant to NeLC and record and analyze requests to publish data identified as open data.
    - Open data awareness: Educate the staff on open data and support national awareness campaigns in coordination with the Director of Open Data Office.
    - Secondary coordination with the Office: The Open Data and Information Officer coordinates with the Office when needed as a second level.

1.6.4. Business Data Representative: Assumes the following responsibilities:

- Open Data Plan Authorization: Contribute to the development of the open data plan and managing the teams responsible for the implementation of the plan in coordination with the open data and information officer.

- Open Data Prioritization: Advice the open data and information officer on the value of public datasets and investments required for publication and update.

- Datasets Review and Approval: Review and approve datasets to ensure they meet the specifications set out in the regulation in terms of quality, completeness, and documentation of metadata before publication.

1.6.5. Business Data Specialist : A member of the Business Data Representatives Team and is responsible for:

- Identification of Open Datasets: The business data specialist reviews and identifies data generated and processed by the department in which specialist regularly works and classifies it as public data if necessary.

- Preparation of Open Datasets: Prepare the open datasets to be published to ensure that they meet the specifications set out in the policy in terms of quality and completeness and documentation of metadata before publication.

- Update the Open Datasets: Update the published open datasets and relevant metadata.

5. OPEN DATA POLICY MANAGEMENT

1.　　Policy Effective date

This policy shall enter into force from the date of approval of this document referred to as signatures in the approval table. Approved copy of the document is published by the Data Office.

2.　　Policy Revision Table

- The policy must be regularly reviewed and updated to reflect any changes that have occurred or for the purpose of improving the provisions of this policy.

- Any changes to this policy must be reviewed by the Data Office and approved by the Director General of the National eLearning Center or its delegate.

3.　　Compliance

Compliance with the open data policy shall be measured in accordance with the standards and performance indicators established by the Centre's Office and in line with the requirements of the National Data Management Office. Compliance standards shall be regularly reviewed by the Director of the Office by submitting an annual report to the Office, including, but not limited to,

- The Centre's progress and level of achievement in its defined plan.

- Objectives and key Performance indicators identified in the Open Data Plan.

- Number of defined open datasets.

- Number of published open datasets.

- Monitor compliance with the policy procedures and document corrective actions to be taken in case of non-compliance.

4. REFERENCES

- National Data Governance Policies issued by the National Data Management Office (NDMO).