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## Alameda-Contra Costa Transit District

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### Administrative Regulation No. 443A:

### Open Data Program

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**Issuing Officer:** General Manager

**Date of Adoption:** 4/24/2023

**Most Recent Amendment:** N/A

**See Also:** 217, 440, 440B

**Subject Category:** Section 400, Operations

**Subsection:** Information Systems

**Control Department(s):** Innovation and Technology

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#### I. PURPOSE

This Administrative Regulation establishes the framework for AC Transit's Open Data Program to ensure the release of high-quality, open data to the public and promote transparency, accountability, and information sharing with the public.

#### II. PERSONS AFFECTED

Board members, Board Officers, District employees, temporary workers, paid and unpaid interns, consultants, vendors, contractors, and users of Open Data.

#### III. DEFINITIONS

**“Application Programming Interface” or “API”** means a bridge that connects different software components, allowing them to exchange information and work together. APIs define how requests should be made, what type of data can be requested, and how the data will be returned.

**“Data”** means statistical, factual, quantitative, or qualitative information maintained or created by or on behalf of the District. Data is an asset, shared by the District.

**“Dataset”** means a named collection of related records, with the collection containing data organized or formatted in a specific or prescribed way, often in tabular form or streaming interface.

**“Data Classification”** refers to a scheme used to evaluate and classify data or information based on the content's level of sensitivity to determine the amount of safeguarding and security controls necessary. The five levels of data classification are "Confidential," "Limited Access," "Internal with Rules," "Internal," and "Public." Level 5 referring to “confidential” and Level 1 referring to “public.” Published datasets shall consist of data classified as “Public” and shall adhere to the Information Security AR 440B.

**“Data Dictionary”** means a reference guide that provides detailed information about the structure and characteristics of District’s data assets, including data types, data source, dates, formats, and security restrictions.

**“Data Glossary”** means a reference tool that provides definitions and explanations of key terms related to District’s data assets.

**“Data Catalog”** means a tool that inventories District’s data assets and provides relevant information to help users effectively locate and utilize the data for decision-making purposes.

**“Data Governance Advisory Committee”** means a body that strategizes and steers the enterprise-wide data governance program to ensure data quality and regulatory compliance for data that is delivered across the enterprise.

**“Data Governance Plan”** means a plan that details the processes, roles, and policies AC Transit will use to control its data and the role of the Data Governance Advisory Committee.

**“Open Data”** means data that is 1) available online, in an open format, 2) has no legal constraints or encumbrances on its use or reuse, and 3) is available for all persons to access and download fully without fees.

**“Open Data Catalog”** means a list of datasets available in the Open Data Portal. Essential elements of a data catalog include searching, metadata, clear license information and access to the datasets available. The open data catalog is the online centerpiece of an Open Data initiative.

**“Open Data Portal”** refers to a web-based interface designed to make it easier to find reusable information, such as APIs, maps, schedules, and datasets published for reuse.

**“Open Data Program”** means an initiative that is dedicated in making District data available to the public.

**“Public Data”** means is information that can be freely used, reused and redistributed by anyone with no existing local, national or international legal restrictions on access or usage. In the enterprise, data can be classified as public if the information is available to all employees and all individuals or entities external to the District.

**“Publishable Data”** means data that is not sensitive and has been prepared for release to the public.

**“Sensitive information”** includes all data, in its original and duplicate form, which contains personal information, passwords, protected health information, customer record information, cardholder data, confidential personal data, pending litigation, matters addressed in Closed Session by the Board of Directors, or information that is deemed to be confidential or is otherwise exempt from disclosure under state law.

**“Unauthorized Disclosure”** means the intentional or unintentional revealing of sensitive information to people, whether inside or outside of AC Transit, who do not have a need to know that information.

## IV. REGULATION

### A. Open Data Program

The Open Data Program is an initiative by the District to make public information accessible and usable by a wide range of users. To achieve this, the District will adopt the following best practices:

1. Proactively release useful eligible District data in open formats, without restrictions, and accessible to all.
2. Publish high-quality, machine-readable, and regularly updated data to promote its usage.
3. Evaluate the usefulness of data sets made available through the program.
4. Support innovative and ethical uses of the District's data by peer agencies, the public, and partners.
5. Protect sensitive information from unauthorized disclosure, while minimizing limitations on the disclosure of public information.

The Data Governance Advisory Committee provides oversight for developing and implementing these best practices.

#### **B. Central Online Location for Publishable Data**

The AC Transit Website will host the Open Data Portal and ensure it is a publicly accessible location where the District's published data can be accessed or downloaded. All data made available to the public must be classified as Level 1, Public data, based on the Data Classification Scheme. Each dataset published will have an industry standard data glossary and an open data catalogue for public consumption and ease.

#### **C. Open Data Report and Review**

AC Transit shall publish a periodic Open Data Report outlining the advancements and accomplishments in implementing the Open Data Program. The Data Governance Advisory Committee will also conduct a periodic review and make recommendations to improve the District's open data processes and ensure that it remains compliant with the requirements outlined in this Administrative Regulation.

#### **D. Right to Use and Duplicate Open Data**

The open data catalog and all public data contained within it shall be exempt from any licensing restrictions, usage terms, trademark, or similar controls that restrict the public or any third party's ability to duplicate, publish, distribute, or utilize the data under the law (including copyrighted or proprietary data), except if it conflicts with local, federal, or state regulations or the District's third-party agreements.

The Data Governance Advisory Committee must approve the production of new datasets or removal of data on the Open Data Catalog. When taking actions to remove or discontinue data availability, the Data Governance Advisory Committee must furnish a clear and discernible explanation. Additionally, if feasible, the Committee should establish a means for public input before removal or cessation.

If the Data Governance Advisory Committee determines that any data on the Open Data Catalog is erroneous, deceptive, or constitutes sensitive data, it shall promptly direct relevant District personnel to rectify or remove such data from the Open Data Catalog.

## V. RESPONSIBILITIES

The Data Governance Advisory Committee will supervise the implementation of the Open Data Program and the Open Data processes. The committee will be responsible for the following tasks:

1. Maintaining an inventory of data holdings, including public, or sensitive data. This inventory shall exclude legally privileged data. The inventory list shall be regularly updated and made available to the public.
2. Developing and executing a method for evaluating the risk in determining whether and how to make data public.
3. Implementing a process for prioritizing the release of datasets based on new and existing data requests.
4. Proactively engaging with members of the public, staff, researchers, and other stakeholders to identify the most beneficial datasets to publish in a high-quality manner.
5. Establishing procedures for publishing datasets to the central open data location, ensuring the datasets are of high quality, up to date, in appropriate formats, and exclude sensitive information.
6. Ensuring appropriate metadata is provided for each dataset to support its use.
7. Ensuring that published datasets are timestamped and can be downloaded in bulk.
8. Encouraging District and public participation by offering ongoing feedback and collaboration opportunities through the Data Governance Advisory Committee.

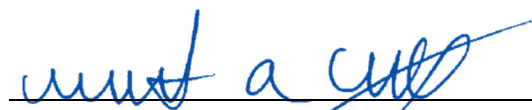
Additional roles and responsibilities are described in the Data Governance Plan which is available at [www.actransit.org](http://www.actransit.org).

An employee found to have violated this regulation or created risk to the District's sensitive data may be subject to disciplinary action, up to and including termination.

## VI. ATTACHMENTS

None

Approved by:



Michael A. Hursh, General Manager  
Alameda-Contra Costa Transit District