**Arts Council England - Data Principles**

Arts Council England adheres to a set of data principles, designed and implemented to support our Data Strategy. Our data strategy supports our wider [10 year strategy, *Lets Create*](https://www.artscouncil.org.uk/our-strategy-2020-2030)*,* and allows us to fulfil our reporting requirements to Government and make the case for the sector. As an Arm’s Length Body we have an obligation to provide data around our investment of public funds.

These principles help to structure the way we work with data and make it available, and act as our commitment to integrity.

These data principles relate to data in its broadest form, both qualitative and quantitative, and the insights and intelligence derived from that data. They will be reviewed annually and updated where necessary.

The principles fall into three broad categories:

1. Resources
2. Data Management & Storage
3. Release & Publication

**RESOURCES**

* Staff are recruited and promoted in line with our recruitment and selection policy. We also reference the skills, competencies and experiences needed to work in an analytical role. Arts Council England has a commitment to continuous learning and development of employees to ensure skills are relevant and up to date.
* Our Analytical/Insights teams have access to and training on suitable software and programs. Staff across the wider organisation are trained in data literacy and how to use the products and tools available to them.
* Staff are supported to use and derive insights from the data analysis available to them and know who to contact for additional information/analysis.
* Appropriate systems are in place and routinely maintained for gathering and cleaning data, including data platforms, models, servers and surveying tools.
* Supporting documentation and guidance is clear and concise and outlines the purpose of the data/collection.

**DATA MANAGEMENT & STORAGE**

* Our data is unbiased, statistically sound, neutral and objective, based on sound methodology and best statistical practice.
* We strive to only collect data we will use and ensure we fully explain what it is to be used for and when/how it will be released.
* We will adhere to all legal and ethical policies, such as open data sharing, compliance with relevant data protection legislation, and the Freedom of Information Act 2000.
* Data is constantly under review to ensure it meets with best practice.
* Data is stored in line with our retention policies.
* Privacy statements are clear and current, and reviewed regularly.
* If we share Personal Data, data sharing agreements or data processing agreements are in place as appropriate to share Personal Data with external partners, developers, and suppliers. These agreements cover the provision of current and historical data to a third party acting on behalf of Arts Council England. Any other third party requests for access to data outside of the Freedom of Information Act 2000 and relevant data protection legislation, beyond what is already publicly available, will be considered on a case-by-case basis. This may be collaborative projects or work that aligns with our strategy, *Let’s Create*.
* Official Statistics are prepared and handled in line with Office for National Statistics guidelines, ensuring data is only seen and used by relevant staff.
* Audit trails and version control is in place to evidence change.
* We ensure data quality is robust, and data is cleaned and prepared following validation and verification checks where appropriate.

**RELEASE & PUBLICATION**

* We are transparent and adhere to an open data policy, whereby data collected is released under the Open Government License (OGL) as standard practice.
* Award data will be released by project/applicant as standard to meet our transparency requirements. Personal Data or data that may identify an individual applicant may be anonymised or aggregated on release. Demographic data will be protected to ensure no individual applicant is identifiable.
* Where Personal Data or commercially sensitive information is to be published generally, we will carry out a Data Protection Impact Assessment. Where Personal Data or commercially sensitive information is requested under the Freedom of Information Act 2000, we will carry out a careful consideration of the request and any exemptions that may apply to the information requested.
* Data will be released on PowerBI dashboards as standard with accessible flat data files available as CSV on request. Some data may be best presented in other formats, such as xlsx, but the same statistical processes will be followed.
* Where data may change/appear differently across reports, we will make clear why (so for example, where outliers may have been removed, or grants withdrawn for any reason).
* Data is released with appropriate caveats and context where necessary, and time stamped for clarity.