**Arts Council England data principles**

Our key commitments are:

* To make transparency a key part of how we operate, keeping presentation of data clear and description of trends in the data as concise as possible
* To only collect data we will use, and that we can explain why we collect it
* To publish data by default wherever possible
* To publish data in line with the Public Data Principles, using best practice statistical methods that are neutral, objective and unbiased
* To publish raw data as often as we can, but never data that could be individually identifiable, with exceptions around releasing data relating to senior ACE staff
* To make datasets available for re-use, and in re-usable formats where reasonable and practical
* To publish accompanying documentations and files that help make sense of the data – e.g. survey instruments and technical appendices
* To keep our data under review, so as to examine and improve the amount and frequency of data released into the public domain
* To set out data sources clearly in all publications and presentations of data
* To ensure value for money and cost implications are considered in relation to our data processing and release
* To store data in line with data protection requirements and our retention policy
* To handle official statistics in line with ONS guidelines, ensuring data is only seen and used by relevant staff
* To ensure we have a robust audit trail around how we have analysed data, treated outliers and developed trends

We will:

* Consider the information quality of data, i.e. timeliness, accuracy, consistency in regular reporting, caveating as appropriate
* Consider the best medium in which to publish it
* Consider alternative formats that others can easily interpret; and
* Consider linking it to other data to increase its value
* Develop an open data strategy, drawing on the Cabinet Office approach [Cabinet Office Open Data Strategy](http://data.gov.uk/library/cabinet-office-open-data-strategy) including details of our data publication schedules (such as annual survey of funded organisations; grants information; stakeholder research; annual report); research projects (such as equalities research with the Open data institute)

**Our code of practice**

Research and data outputs are:

**Rigorous and impartial:**

* Based on sound methodology and established scientific and statistical principles
* Quality assured
* Based on best design, given constraints
* Conclusions are clearly and adequately supported by data

**Accessible:**

* Published
* Data are made available wherever possible
* Clear and concise
* Related to existing work in field

**Legal and ethical:**

* The Freedom of Information Act 2000
* The Data Protection Act 1998
* Relevant national and EU procurement law
* Conducted in line with GSR’s ethical guidelines.

**Code relating to research and data people:**

We perform our role with **integrity:**

* Make best use of available resources
* Give appropriate methodological and impartial evidence-based advice, challenging where appropriate

Our people are appropriately **skilled and continuously developed**:

* Recruited and promoted in line with the Arts Council’s recruitment and selection policy and with reference to the skills, competencies and experiences needed to work in an analytical role
* Committed to continuous professional development in line with the Arts Council’s commitment to learning and development of employees