

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](#) 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