

## Who does this apply to?

This Policy applies to all ongoing and temporary staff including Transport Service Senior Managers and Transport Service Senior Executives, staff seconded from another organisation, labour hire, and external workers performing work for, working in, or deployed to any of the following:

- Transport for NSW
- Point to Point Commissioner
- Department of Transport
- State Transit Authority
- Sydney Ferries
- Sydney Metro
- Transport Asset Manager of NSW
- NSW Motorways
- Sydney Trains
- NSW Trains

## 1. Purpose

This Policy prescribes the principles and requirements that must be followed by any Transport business area that releases Open Data.

Open Data is the proactive or on demand release of data or insights for public use, in any form and through any channel. By its very nature, there is little or no oversight as to how, or by whom, Open Data may be used.

Releasing reliable datasets for public use has clear community benefits in terms of transparency, innovation, research and enhanced services. To maximise these benefits and to maintain public trust, Transport is taking a considered and intentional Open by Design approach to the creation, release and ongoing maintenance of safe and reliable datasets.

This Policy supplements the [NSW Government Open Data Policy](#).

## 2. Compliance

Compliance with this Policy and any related procedures is mandatory. Non-compliance may result in disciplinary action, up to and including termination of employment or termination of engagement with the relevant Agency.

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# Open Data Policy

Outlines the requirements that must be followed when releasing Open Data



Subject to the seriousness of the conduct and non-compliance with the Policy the relevant Agency may also refer the matter to another authority or external body such as the NSW Police Force or Independent Commission Against Corruption.

## 3. Principles

- We adopt an Open by Design approach to the data we release. This means qualifying and treating data assets for release in a way that will unlock maximum benefits for our customers and community by:
  - prioritising assets with significant potential customer and community benefits
  - releasing related metadata & data dictionaries
  - releasing meaningful and usable insights where practicable.
- We treat the data we hold and release on behalf of the community as a valuable, trusted, well-managed and sustainable asset, ensuring appropriate governance, quality controls and ongoing operational support are available to sustain a level of trust.
- We release Open Data only after assessing privacy, ethical, safety, quality, sustainability and other considerations and applying appropriate treatments.

## 4. Requirements

All Transport business areas that release Open Data must:

- apply standardised assessment and prioritisation criteria (confidentiality, ethics, privacy, sensitivity, security, complexity, benefits, sustainability considerations) to make sure we protect our customers and community and optimise outcomes
- apply consistent release processes across all open data requests (proactive and on demand) with appropriate levels of delegated approvals
- apply standardised authorisation and preparation processes before releasing open data based on identified and assessed risks
- develop and follow quality control practices prior to release, including assigning ongoing ownership and accountability, to ensure data is reliable, valuable and able to be maintained after release
- ensure ongoing monitoring and assurance controls are in place to update and report on data quality post-release.

For on demand data requests that do not meet the assessment and prioritisation criteria, Transport may, where reasonable, impose conditions of use or other actions before an acceptable level of data can be released to an authorised user. If no conditions of use or other actions are reasonably acceptable or appropriate, the requests will be refused.

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## 5. Accountabilities and responsibilities

Who	
Deputy Secretary, Planning, Integration and Passenger	Accountable for setting the strategic direction of Transport's Open Data program in line with our organisational objectives and compliance obligations
Executive Director, Strategy, Insights and Customer Experience	Accountable for establishing standards, policy, guidelines, advice, training and toolkits to enable business areas to comply with this policy
Deputy Secretaries and Executive Directors of Transport business areas that release Open Data	Accountable for monitoring and assuring data is released and maintained in compliance with this policy
Everyone to whom the Policy applies	Responsible for complying with this Policy.

## 6. Related/supporting material

- [NSW Government Open Data Policy](#)
- [Transport Data Strategy](#)
- [Transport Data Governance Framework](#)
- [Transport Access to Information Policy](#)
- [Transport Data Breach Policy](#)
- [Transport Information Security Policy](#)
- [Government Information \(Public Access\) Act 2009](#)
- [Privacy and Personal Information Protection Act 1998](#)

### 6.1 Feedback and help

For advice on interpreting or applying this Policy, please contact [data@transport.nsw.gov.au](mailto:data@transport.nsw.gov.au).

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## 7. Version control

Version	Date	Description of changes	Approved by
CP24000.1	14/05/2026	Updates as a result of transition to new template	ED, Strategy Insights & Customer Experience
CP24000	24/01/2024	Updated to align with the Future Transport Strategy and Transport Data Strategy	Secretary

### 7.1 Superseded documents

This Policy replaces the following documents:

- Open Data Policy CP24000

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