



Open Data Policy



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I. Terminology and Definitions

Name	Description
Ministry	Ministry of Commerce
Ministry's Office	Data Management Office, Ministry of Commerce
Data Sets	A collection of data in a certain subject organized into a single list or file
Office	National Data Management Office
Public Entity	Any Saudi government or autonomous public legal entity, or any of its affiliates, or a state-run company that manages, operates or maintains public facilities or national infrastructure, or engages in public service related to the management of such facilities or infrastructure.
Personal Information	Any statement of any origin or form that may lead to specific knowledge of the individual or allow him or her to be identified directly or indirectly, such as: Name, personal ID number, addresses, contact numbers, license numbers, records and personal property, bank account numbers, credit cards, the individual's fixed or mobile photographs, and other personal data.
Data	A collection of unrestricted or unorganized facts, such as numbers, letters, still photos, visual recordings, audio recordings, or emojis.
Data accessibility	Access to the entity's technical data and resources, both logically and physically.
Data Availability	When necessary, provide proper and reliable access to and use of data.
Public Information	Unprotected processed data received, created, or handled by public entities regardless of origin, form, or kind.
Open Data	A specific set of machine-readable general information that is freely and unrestrictedly available to the public and can be used or shared by any individual, public or private entity.
Levels of Data Classification	The levels of classifications that were approved by the Board of Directors are: "Top Confidential", "Confidential", "Restricted", "Public"
Metadata	Information that describes data and its characteristics, which includes business, technological, and operational data.
Machine-readable data	Data that is structured in a certain format that can be automatically read and processed by computers, tablets, and other devices.
National Open Data Portal	It is a unified national platform for the management, preservation, and dissemination of open data sets across the Kingdom.
Open Data Licensing	License governs the use of open data
Open source	Any widely acknowledged, non-proprietary, non-platform formula that can be read automatically and enables automated processing of such data, as well as facilitating analysis and research capabilities.
Applicant	Any public or commercial sector, third-party organization, or individual requesting data exchange.
Data Sharing Request	The request for data sharing form, which includes information about the applicant, the data needed, and the reason for the request for data sharing.
Personal data transfer	To send personal data to an entity outside the Kingdom's geographical boundaries - by any means - for the purpose of processing them, whether directly or indirectly, in accordance with specific statutory purposes, such as transfer for security purposes, health or public safety protection, or pursuant to an agreement to which the Kingdom is a signatory.
Data products (processed data)	are the byproducts of data conversion with the goal of adding value by collecting, enhancing, preparing, analyzing, representing, or correcting more data.... etc.
User	any person with a natural or legal personality who employs AI technologies to accomplish certain objectives.
Data User	Any anyone who has been given access to data for the purposes of accessing, using, or changing data in line with the tasks approved by the Business Data Representative is referred to as a data user.



Business Data Representative	Is the person in charge of the data acquired and held by the public entity for which he or she works, frequently at a high administrative level, and the public entity may have more than one business data representative.
Business Data Specialist	is in charge of protecting data from the application of data categorization controls, as well as maintaining and supporting systems, data bases, and servers that contain data. He or she is generally from the IT departments.
Data Management	Development and execution of plans, policies, programs, and procedures to enable entities to manage data and increase its value as a valuable asset.



II. Introduction

Open data: a specific set of public information - machine-readable that is available to the public, free of charge and without restrictions, and any individual or public or private entity can use it and share it.

1. Document's purpose

This document intends to define the open data policy in order to give access to open data, improve transparency between the Ministry of Commerce and beneficiaries, and add value to data.

2. Policy Scope

The requirements of this policy apply to any data and information produced by the Ministry of Commerce that are classified as "generic," regardless of their source, form, or type. This includes paper records, emails, computer-stored information, audio, video, maps, photographs, manuscripts, handwritten documents, and any other type of recorded information.

3. Goal of Open Data:

- Allow individuals to obtain a better understanding of how the Ministry operates by making open data available.
- Transparency can be increased by giving users access to open data.
- In order to encourage innovation and economic progress, data should be used by entities and individuals to produce new value-added services.
- By doing research and studies based on published data and statistics, you can stimulate and promote scientific research.
- Create a favorable climate for business growth.



III. Principles of Open Data:

- This principle assures that the data of public entities is accessible to all through disclosure, access, or use, unless the nature of the data necessitates that it not be revealed, should be protected, or confidential.
- Data is made available and provided in machine-readable formats that allow for automatic processing and storage in commonly used file formats such as: CSV, XLS, JSON or XML.
- **Up to date:** The most recent Data Sets are published on a regular basis and made available to everyone as they become available. Whenever feasible, data collected by public entities should be released as quickly as it is gathered. Priority should be given to data whose utility is time sensitive.
- **Comprehensive:** Open datasets should be as complete and as granular as possible, and to reflect the recorded data without contradicting the privacy policy or the personal data protection. Metadata that clarifies and explains the primary data by supporting it with explanations or equations to illustrate how the data is extracted or calculated.
- **Non-discriminatory** Data sets must be made available for all without discrimination and without the need for registration. Anyone, at any time, can access public open data without having to verify their identity or offer a reason for doing so.
- **Free of charge** Open data should be made available for all, free of charge.
- **Open data licensing in the Kingdom:** Open data is subject to the Kingdom's open data license that specifies the legal basis for using open data and the conditions, obligations and restrictions imposed on the user. The use of open data also indicates acceptance of the licensing terms.
- **For Improved Governance and Citizen Engagement**

Open data enables access and engagement of everyone, enhances transparency and accountability of entities and supports decision-making and enhance the provision of public services.

- **For Inclusive Development and Innovation**

Entities should play an active role in promoting the reuse of Open Data and providing the necessary supporting resources and expertise. Entities should actively work on empowering a future generation of Open Data innovators and engaging individuals, organizations, and the general public in unlocking the value of Open Data.



IV. Open Data Policy Provisions

1. General Rules of Open Data

1.1 Rights Granted to Open Data Users:

- The Ministry of Commerce allows website users to view open data. They also have the right to use such data at their own risk. This right is guaranteed for all beneficiaries and provided for free.
- Allow users to submit new dataset requests and receive feedback on published data and the open data policy.

1.2 Responsibility of Open Data Users:

- Visitors and beneficiaries of the Ministry of Commerce's open data portal should know their responsibilities and should be given access to the re-use policy for any updates. Reading that policy or utilizing open data in the portal constitutes the user's confirmation of compliance with the terms and conditions of the open data reuse policy.
- Clarify the open data user's responsibility to be accountable for data re-use in the Ministry's site. The reuse of such data must not result in any mistakes concerning the data's content, source, or date.

1.3 Open Data Reuse Conditions:

- The user must not misrepresent this data or its source.
- This data should not be used for political purposes or to support illegal or criminal activity, racist or discriminatory comments, incitement or negative influence on culture or equality or any illegal activity or against the traditions of the Kingdom.
- When using this data, the source must be mentioned. The source of the reused information must be indicated by adding a link for the Ministry of Commerce website or other data sources to preserve the intellectual property of the data, its credibility and the validity of its source.
- Data may not be utilized to imply that the user is an official entity or that such data has been privately authorized for publication.

1.4 Responsibility of the Ministry of Commerce:

- The Ministry does not guarantee the continued availability of such data or portions of it.
- The Ministry is not liable for any errors or lost information in open data.
- The Ministry is not liable for any intellectual products, studies, or reports based on this data.
- The Ministry is not liable for any loss or harm incurred to an entity as a result of using open data on the Ministry of Commerce website.
- The Ministry of Commerce accepts no responsibility for the damage or loss that users of this data may suffer as a result of its reuse.



2. Stages of the open data life cycle

The Open Data Policy establishes the general principles and requirements to which the Ministry must adhere during the open data life cycle stages, which include:

.2.1 Appointment of the Open Data and Information Officer

Appointment of the open data and information officer in the Ministry's Office, whose major role is to support the open data agenda's planning, implementation, and reporting in accordance with this policy. He or she is in charge of:

- Creating and documenting the processes that are required at each stage of the open data life cycle, including but not limited to:
 - Processes for identifying public data sets that the Ministry will publish.
 - Checks and examinations of open data compliance with information security regulations, personal data privacy, data quality, and addressing the concerns on a regular basis.
 - Processes for ensuring that data sets are published and updated in an acceptable format and on time that they are comprehensive and of good quality, and that any restricted material is eliminated.
 - Collecting observations and analyzing performance at the entity level in order to improve the overall impact of open data at the national level.
- Ensuring that the open data strategy is reviewed and updated on a regular basis.
- Submit an annual report to the Bureau on the Open Data Plan and progress toward the open data goals specified in the plan.
- Coordinating the tasks required for the organization of an open data training course with the help or coordination of the Office.
- Coordinating the activities for launching public awareness campaigns to ensure that potential users are aware of the availability, nature, and quality of open data published by the Ministry.

.2.2 Plan for Open Data Development

Create an open data strategy that includes strategic objectives, data sets, methodology, and prioritizing criteria. The Open Data Plan contains the following components:

- Open data strategic objectives at the Ministry level
- Prioritization methodology and criterion
- Identify and prioritize the Ministry's data sets for publication.
- The Ministry's key performance metrics and open data goals.
- Open data training requirements
- The obligation of the Ministry and the beneficiary
- Reuse conditions
- Channels of open data access
- Time tables for publishing and updating open data.

.2.3 Methods for locating open datasets

The steps for identifying open data sets are as follows:

- General data and information identification: To determine the value of data, identify all data sets classified as "generic" via the data classification process and ensure that privacy is maintained in line with the Personal Data Protection Policy to avoid the



publishing of private information by mistake. Afterwards, each dataset's benefits, applications, and potential uses must be determined.

- Data usefulness evaluation: After identifying data sets, essential aspects connected to usefulness of data are reviewed, including completeness, accuracy, consistency, being up to date, limitations, exclusivity, potential risks from publication, accessibility, and integration with other data.
- Potential stakeholders should be identified: After assessing the usefulness of the data, all potential stakeholders or persons in the entire Chain Value are identified and their main drivers are known, from which revenue can be generated through the development of data products or the development of services for the public good, such as those that contribute to the improvement of quality of life.
- Publishing and recording metadata for particular open datasets.
- Examine whether combining several open data sets will increase the level of data classification of protected data.

.2.4 Publication of Open Data

Publish the Ministry's open data sets on the National Open Data Platform by completing the steps below:

- Make its open data sets available on the National Open Data Platform.
- Ensure that data is published in a variety of standardized, machine-readable, and non-proprietary forms, such as CSV, JSON, XML, and RDF. Data set files must be accompanied with applicable documentation and usage instructions.

.2.5 Open data should be updated

The following open data sets are updated on a regular basis:

- Ensure that all published open data sets are updated on a regular basis using the mechanism provided in the metadata and according to timetables.
- Continuous examination of data sets to guarantee compliance with certain regulatory requirements.
- Ensure that metadata is updated, especially when data pieces in publicly available open datasets change.
- Maintain data traceability by documenting data sources and keeping a record of data set releases.
- Publish open data sets and identify and document quality limits in metadata.

.2.6 Monitoring the Performance of Open Data

Monitoring the performance of open data by:

- Analyzing the volume of demand for published open data and their consumption rate to understand the volume of public demand and reprioritize data sets accordingly.
- Collecting and responding to user requests for additional data sets in a timely way. Applications may be submitted either directly or through the National Open Data Platform.



V. Responsibilities and Roles

- **Minister, Deputy Minister, or Head of Planning and Development Agency:** Is the person in charge of open data practices within the Ministry. His or her responsibilities include:
 - Implement the Open Data Plan: Approve and monitor the execution of the entity's open data strategy.
 - Assign open data-related roles: Assign various open data-related roles.
 - Approve the annual open data report : Approve the annual open data report prepared by the Director of the Ministry Office.
- **Director of Ministry Office:** The Strategic Director for Open Data Operations for the Ministry, whose responsibilities include:
 - Perform open data strategic planning: Supervise the creation of the open data plan and present it to the entity's director. He or she also assesses open data performance and identifies areas for improvement, all while being directed by the Open Data Plan.
 - Supervise open data supervision: Examine open data discovery and prioritizing actions, approve their publishing, and verify that updates are carried out.
 - Compliance with open data policy: Ensure that the Ministry's open data activities adhere to national data policies, including, but not limited to, data classification, personal data privacy protection, and information freedom.
 - Coordination with the office The first coordinator between the Ministry and the Office for Open Data is the Director of the Ministry Office. He or she resolves open data issues for the Ministry and, if necessary, raises them to the Office.
- **Open Data and Information Officer:** He or she is the Ministry's Executive Director of Open Data. His or her responsibilities include the following:
 - Open data planning: Development of the open data plan, including methodology for identifying priority open data and setting targets and key performance indicators to be agreed upon with the Ministry's Office Director.
 - Management of Open Data: Managing the entity's open data efforts, specifically:
 - Open data identification
 - Data set arrangement based on prioritization
 - Data set preparation for release and metadata documentation
 - Making open data sets available via the National Open Data Platform
 - Updating, maintaining, and assessing the released data sets' quality.
 - Gather open data requests: Examine open data observations important to the Ministry, as well as record and analyze requests for publishing of data classified as open data.
 - Education and awareness about open data: In collaboration with the Director of the Ministry Office, educate and raise awareness of the entity's workforce on open data and promote national awareness efforts.
 - Secondary cooperation with the Office: As a backup, the Open Data and Information Officer coordinates with the Bureau.
- **Business Data Representative:** Takes on the following responsibilities:
 - Open Data Plan Certification: Contribute to the formulation of the open data plan and supervise the teams in charge of implementing it in collaboration with the open data and information officer.
 - Open data prioritization: Advice to the Open Data Officer on the worth of public data sets and the costs of publication and upgrading.
 - Data set review and adoption: Prior to submission for publication, review and approve data sets to ensure that they meet the standards of the regulation in terms of quality, completeness, and metadata documentation.
- **Business Data Analyst:** A business data representative team member is responsible for:
 - Open data set identification: The Business Data Specialist reviews and recognizes data collected and processed by the department in which he or she works on a regular basis, and if necessary, qualifies it as generic data.



- Preparation of open data sets: Before submitting them for publication, prepare open data sets that will be released to ensure that they match the policy's standards for quality, completeness, and metadata description.
- Open data set updates: Update published open data sets and relevant metadata.



VI. Management of Open Data Policy

1. Policy Effective Date

This policy will take effect on the date of signing this document as shown underneath the signatures in this document. The Ministry office publishes a certified copy of the document.

2. Policy Review Committee

- The policy must be reviewed and updated on a regular basis to reflect any changes that have occurred or to improve the contents of this policy.
- Any changes to this policy must be approved by the Minister or his delegate after being reviewed by the Ministry Office.

3. Monitoring of Compliance

Compliance with the open data policy must be measured in accordance with the Ministry's Office's criteria and performance indicators, as well as the requirements of the National Data Management Office. The Director of the Office must assess compliance standards on a regular basis by providing an annual report to the Office, including but not limited to:

- The Ministry's progress and level of achievement in its specific plan.
- The key objectives and performance measures specified in the Open Data Plan.
- The total number of open datasets.
- The number of open datasets that have been published.
- Monitor policy process compliance and document corrective steps to be implemented in the event of noncompliance.



VII. References

Laws and regulations used in the creation of these policies include:

- The National Data Governance Policies issued by the National Data Management Office'
- Guide to Open Data Quality Standards