



OPEN DATA POLICY

1. Introduction

Two Ridings Community Foundation (the Foundation) strives to be an open and transparent grant-making organisation. Through the publishing and analysing of open data we aim to contribute to a more informed understanding of the UK grant making landscape.

This document describes our policy on open data. We publish our data in line with the [360Giving Data Standard](#), making it freely accessible and reusable for anyone interested. The policy also includes our Code of Conduct for those that wish to use our data and describes how we utilise data that is already open and available.

The Foundation is a Registered Charitable Incorporated Organisation No. 1166471.

2. What is Open Data?

Data published to the 360Giving Data Standard is open data, which means the information is available to everyone to use and share for any purpose.

We subscribe to the following definition of open data:

- Open data is data that can be freely used, reused and redistributed by anyone
- It is subject only, at most, to the requirement to attribute and share alike
- Open data are the building blocks of open knowledge
- Open knowledge is what open data becomes when it's useful, usable and used

Two Ridings Community Foundation is committed to a strong community and voluntary sector in North & East Yorkshire, Hull and York. We believe that open data can assist with this ambition, through enabling transparency of our actions, in the form of open data.

3. Our Open Data Principles

When publishing data about our work, we have three main principles,

- **That our data is useful:** We are committed to publishing data that brings value to those building a stronger community and voluntary sector
- **That our data is meaningful:** We aim to share data that contributes to the ongoing dialogue, learning, and decision making within the sector
- **That our data is accessible:** Using the 360Giving Data Standard, our data will be relevant, understandable to others, and easy to access and use

In this context, we aim to operate an open data policy that is robust and practical, leading to greater engagement in the issues faced by the community and voluntary sector in North & East Yorkshire, Hull and York, and across the United Kingdom.

4. Our Open Data Commitments

We commit to the following,

We will publish data openly:

- We will publish data on key aspects of our activities in an open and accessible manner
- We will ensure our grant and funding data is published in accordance with the 360Giving Data Standard to support transparency and sector-wide data analysis
- We will provide documentation and descriptions of the data we publish, including details of the licence applied
- We will publish this data on an annual basis

We will maintain data quality and ethical standards:

- We will ensure the data we publish is accurate, consistent, structured and of high quality.
- We will ensure no personal, sensitive or confidential information is included in our published data
- We will act ethically in the publication and use of data, avoiding harm, misrepresentation, or misuse.

We will use open data:

- We will analyse, utilise and discuss our own data to inform our work and support the community and voluntary sector across North & East Yorkshire, Hull and York.
- We will draw on other openly available datasets to provide additional insight into the UK grant making landscape.

5. Scope of Data

Using the 360Giving Data Standard, the data we publish will include the following information about the grants we award:

- Project Title
- Project Description
- Amount Applied For
- Amount Awarded
- Award Date
- Recipient Organisation
- Beneficiary Location

We will not publish;

- Personal, private or sensitive information about individuals
- Any data restricted for legal, contractual or safeguarding reasons

We are committed to protecting personal data and ensuring our open data practices comply with data protection legislation, including the UK GDPR. We anonymise or withhold data where disclosure could risk a living person being identified.

6. Licensing and Terms of Use

Our published data is made available under the [Creative Commons Attribution 4.0 International \(CC BY 4.0\)](#) licence. This means you can:

- Copy, share, and adapt the data
- Use it for any purpose, including commercial use

The only restrictions are that you must give appropriate credit to Two Ridings Community Foundation, provide a link to the licence, and note any changes made. An Attribution Template is provided in Appendix 1.

7. Governance and Accountability

Responsibility for preparing open grant data for publishing sits with our Finance and Data Coordinator and is overseen by our Head of Finance and Operations, and our Head of Grants. We have internal checks in place to review data accuracy and compliance before publication.

If you spot any errors in our published data, please let us know at info@tworidingscf.org.uk. We appreciate your help in keeping our data accurate and useful.

8. Access and Availability

Our open grants data is published:

- On our website: [Two Ridings Community Foundation](#)
- On the free search engine: [GrantNav](#)

9. Using our Open Data – Code of Conduct

Two Ridings Community Foundation encourages others to access, use and discuss our open data. We strive towards a strong community and voluntary sector across North & East Yorkshire, Hull and York and value the insights and contributions that open data can help generate.

When using our data, we ask that the following Code of Conduct is observed:

Accessing our data

Our datasets are openly available for download. To help us maintain access for everyone, please avoid placing unnecessary strain on our systems by making repeated automated data requests over a short period of time.

Attribution

When using our data, please respect the terms of our licence. Ensure you attribute **Two Ridings Community Foundation** as the original data source in any publications, analysis, or materials where our data is used. See Appendix 1.

Data Derivation and Methodology

If you perform calculations, analysis, or modifications based on our data, please clearly state any changes made, including methodologies or assumptions applied, to maintain transparency for those interpreting your work.

Violations

When using Two Ridings Community Foundation data, you must not:

- Create an application or report that pretends to be from Two Ridings Community Foundation
- Present our data in a misleading or incorrect way, or alter it to misrepresent the facts
- Use the name Two Ridings Community Foundation or the Two Ridings Community Foundation website for party political purposes
- Use our data in connection with any illegal or unethical activities
- Use our data to produce or support content that is discriminatory, hateful, incites violence, or promotes illegal activity

We ask all users of our data to help foster a culture of openness, integrity, and respect in the way the data is shared and used.

10. Feedback

If you spot any errors, or points for clarification in our published data, please let us know at info@tworidingscf.org.uk. We appreciate your help in keeping our data accurate and useful.

We also encourage requests and ideas for new data that Two Ridings Community Foundation may publish. Again, please do so via our email info@tworidingscf.org.uk.

11. Policy Review

This policy will be reviewed every 3 years and may be updated at any time to reflect new legislation or guidance.

DOCUMENT CONTROL:	
Version:	2.0
Responsibility for review:	Finance and General Purposes Committee
Ratified by:	Finance and General Purposes Committee
Date ratified:	23 June 2025
Next review date:	June 2028

Appendix 1

Attribution Template

When using our data, we recommend using the following template to attribute Two Ridings Community Foundation as the original data source.

Attribution	Details
Title:	The file name of the data being used
Author:	Two Ridings Community Foundation
Source:	Where the material can be found (website URL)
Licence:	<u>Creative Commons Attribution 4.0 International (CC BY 4.0)</u>
Date retrieved:	DD/MM/YYYY
Additional information:	Any notes on actions undertaken that result in the source data being changed or modified.