Data Quality Statement

Introduction

Overview

This template is to be used when documenting the data quality of all critical and shared data assets within Victorian Government.

> (!) Please refer to the Data Quality Guideline for further information on data quality and the use of this template.

Document purpose

The purpose of a data quality statement (statement) is to summarise all known data quality issues relating to a data asset. Statements clearly communicate all key characteristics which can impact on quality, to enable potential users to determine whether the data is fit for their intended purpose.

Data Quality Statements:

- assist in the interpretation of data
- provide a method for recording strengths and limitations of data consistently across time
- assist data owners and custodians to communicate the quality of data assets to users (both internally and externally)
- determine applicability of data when shared, promoting reuse (both internally and externally)
- allow for comparability of quality across data assets
- help to indemnify the data owner against claims arising from third party usage of the data.

Audience

Any users (including potential consumers) of the data asset named in this statement.

Instructions for use

1. Provide Summary Information about the data asset by filling out the table and replacing the instructions in brackets < > as appropriate.

2. In the Data Quality Description section, provide a brief explanation for each dimension, replacing the instruction text in brackets < > with relevant text, or remove if not required.

3. Ensure that contact details are up to date in the For Further Information section.

4. Remove the Introduction pages.

Template version history

Version	Date	Comments
0.8	07/03/2018	First version for review by stakeholders
1.0	26/03/2018	Incorporated feedback. Final draft.

Data Quality Statement

Summary information

Data asset name:	<Name of the data asset>
Date:	<Date the data asset was made available for use>
Data asset owner:	<If the data asset is owned by the department, provide the role and branch of the data owner accountable for the data asset, or the delegated data custodian. If the data asset is owned by an external entity but managed by government, specify the external data owner as well as the government data custodian.>
Description of data asset:	<Provide a brief description of the dataset, the purpose for which it was originally collected/created and an overview of anything that may have impacted its quality.>
Legislation and authority:	<Legislation and authority under which the dataset was collected or created.>
Scope and coverage:	<Provide details including what the data asset is intended to represent, what it covers or does not cover, who the data asset is intended for, geographical coverage (e.g.: local, state or federal level), any constraints or restrictions and any omissions due to privacy or commercial in confidence matters>
Reference period:	<Provide the period for which the data was collected and if there are any gaps>
Frequency and timing:	<Provide details on how often the data asset is updated, published and/or made available for use, and whether it belongs to a particular time series>
Formats available:	<Provide the available formats that the published data asset is available in. For example CSV file, spreadsheet or database>
Other notes:	<Provide any other important information that you think may be relevant to the user of this dataset>

Data quality description

<This section is to be used to form a summary of quality for a specific data asset. This summary should be completed for all seven data quality dimensions.>

Accuracy

< Provide a summary on how accurate the data in the data asset is, including any particular issues.>

Completeness

< Provide a summary on how complete the data in the data asset is, including any known gaps and if applicable the reasons for those gaps.>

Representative

< Does the data reflect the conditions or scenarios to which it refers above. Note any differences.>

Timeliness/Currency

< Provide details of how frequently the data is collected and how current it is. >

Collection

< Describe how the data has been collected and provide details of any changes to the collection method.>

Consistency

< Has the data been captured consistently over time? This does not relate to the method of collection, but rather how the data may be captured or calculated. For example, a change in the calculation or format of a data attribute.>

Fit for purpose

< Is the data fit for the purpose of its original or intended use? If not, provide details.>

Disclaimer

This data asset is provided "as is", without warranty to the suitability of the data for unspecified use. The burden of assessment of fitness of the data lies completely upon the user.

For further information

For further information regarding this data quality statement please contact <branch, department> at <email address>.

Document control

Version history

Version	Date	Comments