

Data Quality Reporting Tool Guidance

The Department of Customer Service

Data and Analytics Centre

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Data Quality Reporting Tool

The [Data Quality Reporting Tool](#) is designed to support the NSW Government Standard for Data Quality reporting, which commits to open, reliable and high-quality public data. According to The NSW ICT Metrics Report 2015-16 datasets that include a Data Quality Statement are downloaded almost twice as much as those that don't. This tool provides the opportunity for data custodians, publishers and analysts to produce a standardised Data Quality Statement.

What is a Data Quality Statement?

A Data Quality Statement is a concise statement that describes key characteristics of a dataset. The purpose is to help users understand how reliable the data is and what it can be used for. The statements allow users to decide if the dataset is fit for purpose, understand the limitation and opportunities of the data, recognise if the data can be linked or compared and estimate the time to prepare, clean and standardise the data.

Benefits of a Data Quality Statement

Creating and publishing a Data Quality Statement adds value to a dataset though:

- Building trust
- Supporting data integration
- Empowering users to make data-based decisions
- Alignment to the NSW Government Open Data and Information Management Standards
- Improving discoverability and reuse

How the tool works

The Data Quality Reporting Tool uses a 3-step guided process to create a Data Quality Statement.

1. Identify

You'll start by providing information about your dataset including name, owner, and publication details. Providing this information helps to establish context for the data quality reporting tool.

Identify



Which agency is publishing this data quality statement? *

The name of your Agency may be available from the pre-defined drop-down list. To see the list, start typing the Agency name in the field below. A list of available Agencies is also available in Appendix A of the [NSW Standard for Data Quality Reporting October 2015 v1.2](#). If you can't find your Agency, just input the name and click enter.

2. Describe

The next step is to answer a series of 25 questions grouped under the 7 data quality dimensions. These are:

- **Institutional environment:** Describes the organisation responsible for the dataset, the governance framework, policies and procedures.
- **Accuracy:** Looks at the quality assurance processes used to assess the reliability of the data.
- **Coherence:** Focuses on the standards and practices that have been used over time to assess consistency.
- **Interpretability:** Considers whether users can read and understand the data using supporting metadata and documentation.
- **Accessibility:** Reviews how easily the dataset can be accessed and if there are any licensing barriers.
- **Relevance:** Assesses how well the dataset meets the needs of current and targeted users.
- **Timeliness:** Evaluates the currency of the data and how frequently it is updated.

Institutional Environment

Institutional Environment	Accuracy	Coherence	Interpretability	Accessibility	Relevance	Timeliness
X	X	X	X	X	X	X

Is the data collected and managed according to a data quality framework? That is, are there rules, processes and checks in place to ensure high data quality?

Yes No

3. Create the statement

After completing the questionnaire, the tool will automatically generate your Data Quality Statement in your preferred format:

- Microsoft Word document (Editable)
- PDF document (Publishable)
- XML file (Structured)

Create Statement



Your statement is ready to be created.

If you would like to preview your statement prior to downloading the documents click the preview button below:

Preview Statement

If you would like to edit your statement prior to downloading the documents you can navigate to the relevant section and edit the fields accordingly.

If you would like to download your documents now, select from the options below:



Preparation tip

Depending on how prepared you are, the process should take about 20 minutes to complete. Preparing in advance can help produce a more useful and accurate statement. To prepare it is recommended to review the questions covered by the Data Quality Reporting Tool to have a clear idea of what is required before you start.

You can find the Data Quality Reporting Tool questionnaire [here](#).

More information

Find out more about the data quality dimensions, the reporting questionnaire and the star rating in the [NSW Government Standard for Data Quality Reporting](#).

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