# Quick Reference Guide: Dataset Upload

All datasets can be accessed without logging in Data NSW. The only reason to log in to Data NSW is to upload datasets. NSW Government employees with authority to perform this function on behalf of their agencies must request Data NSW editor or administrator rights via Identity Hub. This is process is explained in Part A of this Quick Reference Guide. The process for uploading datasets to Data NSW is explained in Part B.

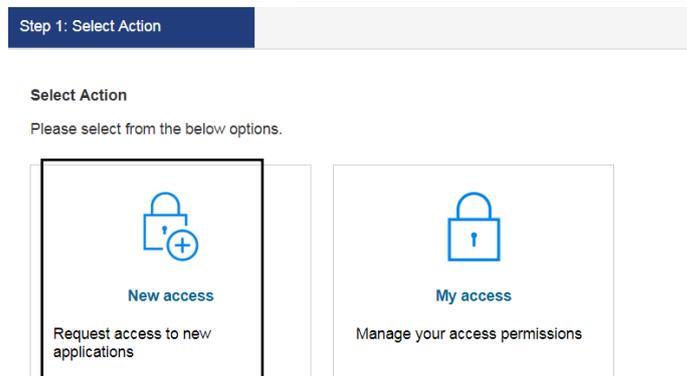## How to Gain Editor / Admin Rights to Data NSW (Part A)

1. Action > Login to **Identity Hub** via: https://portal.identityhub.nsw.gov.au/PortalApp/#!/
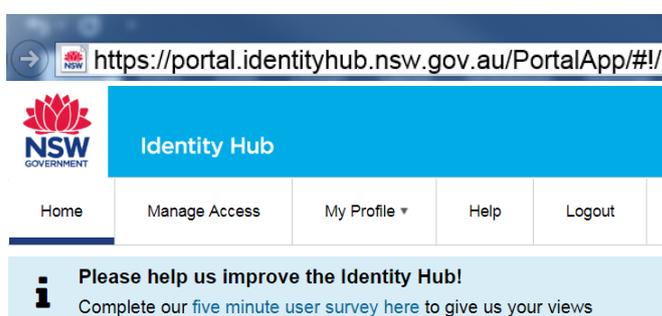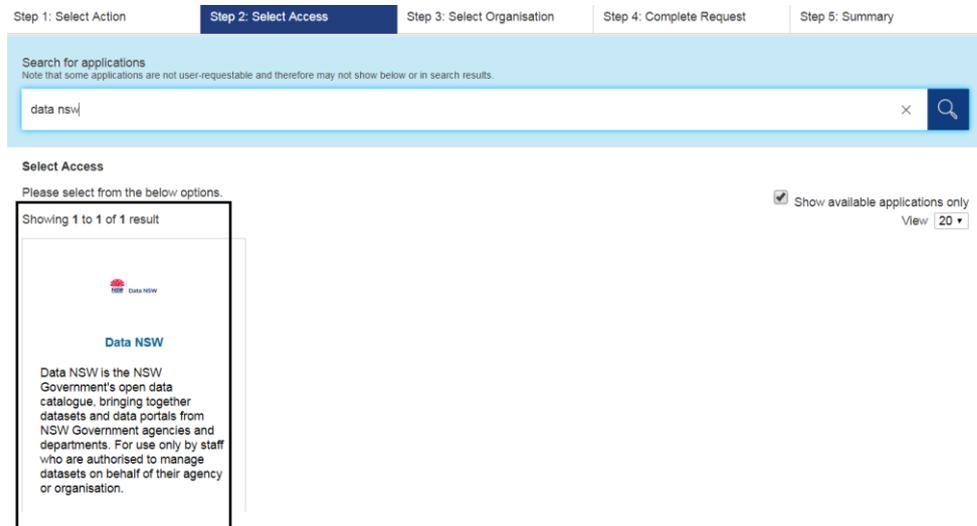

2. Action> Go to **MY APPS**
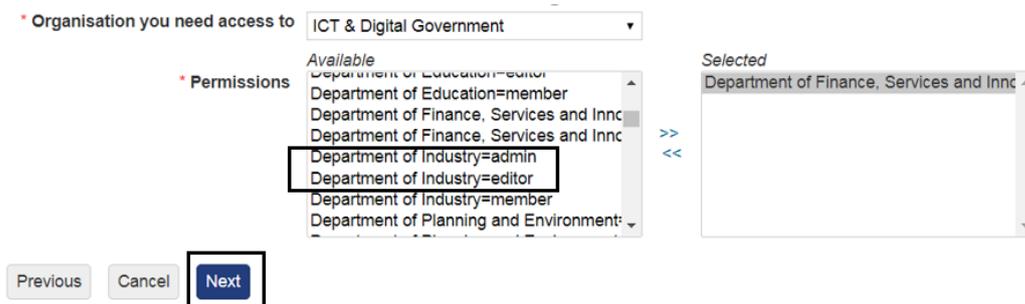   Action > Select **+Request Access**

3. Action > Select **New access**

4. Action > Type **Data NSW** into the search bar
   Action > Click on **Data NSW**

5. Action > Select your **Organisation** & **Permissions**, choosing either Admin or Editor, depending on your role. Both Admin & Editor can upload datasets, while only Admin can delete a dataset.

6. Action > Click **Next**, this will send an email notification to a central team for approval. Once approval is received you can upload a dataset to DataNSW (Part B).
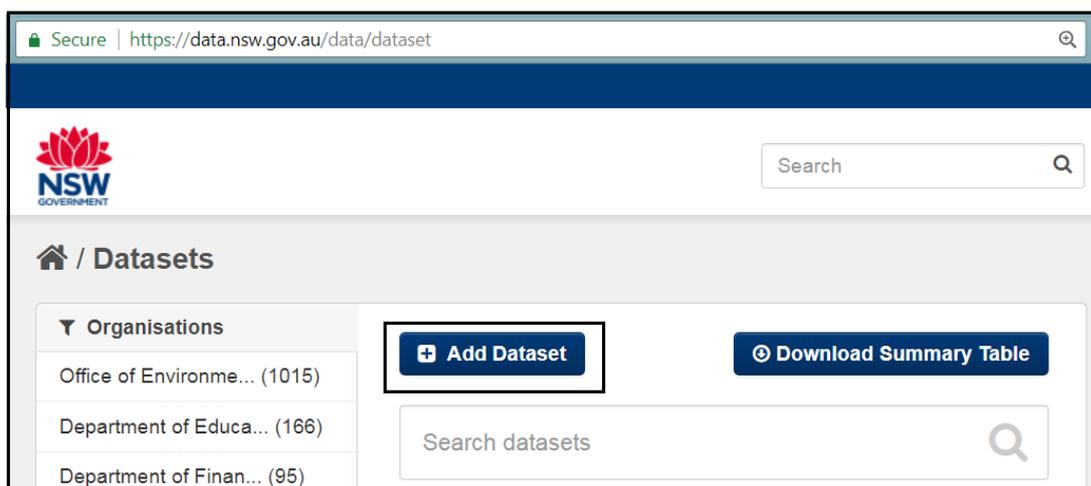
How to Upload Datasets to Data NSW (Part B)

> Disclaimer: Only upload *open data* with prior approval.
>
> Only open data can be uploaded to Data NSW. Open data is data that can be freely used, re-used and redistributed by anyone. Agencies must ensure that open data does not identify an individual, species, object, or location, which if disclosed could introduce a risk of discrimination, harm, or unwanted attention.
>
> NSW Agency staff are encouraged to complete the Open Data e-learning module provided by the Information and Privacy Commission of NSW and to read DFSI's open data resources to ensure they understand their responsibilities. Key resources include safe guarding open data and the data De-identification-Decision-Making-Framework.
>
> All datasets uploaded to DataNSW should include a Data Quality Statement, as an additional resource. Data Quality Statements inform the end user about the accuracy and quality of the data. They can be generated via the Data Quality Report Tool.

1. Action > Go to: https://data.nsw.gov.au/data/dataset
   Action > Select **Add Dataset**

2. Action> Complete 'Create dataset' form – see example below

The form contains the following fields with annotations:

Field	Annotation
Title: NSW Budget 2017-2018	Use a clear title that tells the user what is it.
URL: data.nsw.gov.au/data/dataset/nsw-budget-2017-2018 [Edit]	Provide a hyperlink to where the source/ data is hosted
Description: To enhance the transparency and accessibility of information underpinning the NSW Budget Papers, for the first time the NSW Government is providing key financial information in accessible Excel spreadsheets. Excel spreadsheet available include: Budgeted financial statements for all sectors — You can use Markdown formatting here	Provide a description about the data.
Keywords: × budget × finance	Add keywords / tags, this will help the data set be more discoverable via search
License: Creative Commons Attribut... — License definitions and additional information can be found at opendefinition.org	
Organisation: The Treasury	Creative Commons Attribution is the recommended license to use. Choose the organisational owner, and who can gain access to it.
Visibility: Public	
Geospatial Coverage: New South Wales (NSW81093) — Please input one of the following: 1) a point/polygon/bounding box; 2) an administrative boundary API; or 3) a location name and ID from the National Gazetteer.	Indicate the location or area to which the data relates
Temporal Coverage From: 2017-06-20 — What is the temporal coverage of your dataset? Please choose a single date or a from and to date.	Indicate the time period to which the data relates (beginning and end dates)
Temporal Coverage To: 2017-06-20	
Language: English	
Type: Dataset	Indicate what has been uploaded
Data Status: Active — The status of the data with regard to whether it is kept updated (active, yes) or historic (inactive, no)	Indicate if data is historic or active.
Update Frequency: Daily — How often the dataset is updated. Eg: Daily, Weekly, Never	Indicate how frequently the data will be updated.
Display User Contact Details: No — Displays the contact name and email address (drawn from the CKAN profile) of the last user to edit this dataset, in addition to the organisation contact details.	Display your contact details Yes/No
Function of Government: Finance	Select the primary business area or function that the data relates to
Publisher: The Treasury — Name of Agency/publishing organisation.	Name of Agency, e.g. NSW Education
Contact Email: department@treasury.gov.au. — A publically-displayed email address for questions about the dataset	Add a public email address
Jurisdiction: New South Wales Government	Indicate which area of government this dataset is owned by, for example NSW Government, Local Government etc.

The data license you select above only applies to the contents of any resource files that you add to this dataset. By submitting this form, you agree to release the metadata values that you enter into the form under the Open Database License.

Next: Add Resources

3. Action > Select **Add Resources**

4. Action > Complete **Add resources**

NB: A resource can be any file or link to a file containing useful data. The primary resource you will add is a dataset. However, you can add multiple other resources for each dataset, such as a data quality statement or data dictionary to help users interpret or understand your data.

5. Action > **Select Save & add another** or **Finish**