ECONOMY · TOPIC GUIDE D5

Data

How data is governed, how on time it is, and whether the year is closed and locked.

WHAT THIS COVERS

Data governance: how sustainability data is captured, stored, verified and shared and which carbon method is used (ECO-11); data cadence, the share of due items submitted on time (ECO-12); and the annual close and lock (ECO-13).

WHY IT MATTERS

This is the hinge between the register and the evidence layer. Consistent, compliant, credible data is what certifiers, buyers and Travalyst-listed schemes require.

How to track it well

1. Document who captures what, where evidence lives and which carbon method applies; attach it.
2. Watch the cadence dashboard each month; the on-time share is calculated for you.
3. Close and lock the prior year by the group close-off date.

Your first month

1. Write down which meters, sources and records feed each number.
2. Agree who enters data and who reviews it, and by which day of the month.
3. Note the group's lock date for last year's figures.

WORKED EXAMPLE (ILLUSTRATIVE FIGURES)

Of 12 monthly items due by the 10th, 11 were submitted on time: 92%. Head office locked last year's data on 31 January after the annual review.

Where the data comes from

- Canoprise itself
- Group sustainability lead

EVIDENCE TO ATTACH

Method document; system records.

HOW OFTEN, AND WHO

Cadence monthly (automatic); governance annually; lock once a year.

Common pitfalls

- Correcting locked data without the audited override
- Changing the carbon method without recalculating the baseline

What you record

3 attributes make up this topic. Each lists the data points to enter; anything marked “calculated for you” needs no entry.

Data governance ECO-11

Annually

How sustainability data is captured, stored, verified and shared; carbon method used

Evidence: Method document · Scoring: in place = 100, not in place = 0

No.	Data point	How it is entered	Asked for by
ECO-11.1	**Data governance**	Yes / no	–
ECO-11.2	Method document	Document	–

Data cadence ECO-12 · group measure

Monthly

% of due data points submitted on time in the period (group governance)

Evidence: System record · Scoring: target 100 · floor 50 %

No.	Data point	How it is entered	Asked for by
ECO-12.1	**Data cadence**	Percentage	–
ECO-12.2	System record	Document	–

Annual close & lock ECO-13 · group measure

Annually

Prior year's data closed and locked by the group close-off date

Evidence: System record · Scoring: in place = 100, not in place = 0

No.	Data point	How it is entered	Asked for by
ECO-13.1	**Annual close & lock**	Yes / no	–
ECO-13.2	System record	Document	–

Ready-for-audit checklist

- Every attribute above has a value for the current period, submitted (not left as a draft).
- Each measured value has its bill, invoice, log or photo attached.
- Any estimated figure is marked as estimated, with the real figure entered when it arrives.
- Flagged readings have been confirmed or corrected.
- The method is written down: which meters, sources or records feed each number.
- Policies and registers are dated, owned by a named person and reviewed this year.

What a certifier will ask

The certification criteria this topic supports, in plain words, and the Canoprise attribute that holds the evidence.

Scheme	Criterion	What it asks for	Supported by
GSTC Hotel v4	A4	Reporting and communication	ECO-11
Green Key	1.1	Named representative; data submitted	ECO-11
Green Key	3.1	Water recorded at least monthly	ECO-11
Green Key	4.1	Energy by source recorded monthly	ECO-11
Green Key	4.27	Scope 1 and 2 emissions calculated	ECO-11
EarthCheck	2.1	Core benchmarking data collected yearly	ECO-11
EarthCheck	2.2	Benchmarking records kept three years	ECO-11, ECO-13

Criterion titles are Canoprise's short paraphrases of WTTC Hotel Sustainability Basics, the GSTC Hotel Standard v4 and the Green Key 2026–2031 hotel criteria; read the scheme's own text before applying. This mapping is our reading; your certification partner decides what is met.
EarthCheck clause titles paraphrase the EarthCheck Company Standard v4.2.

Where it is reported

The same data answers the reporting frameworks: GRI disclosures, SASB Hotels & Lodging metrics and CSRD (ESRS) topics. These are referenced, not scored.

Framework	Reference	What it asks for	Supported by
CSRD	ESRS 2	General disclosures	ECO-11*

* gives part of what the reference asks for. Titles are Canoprise's paraphrases; check the official standard before you publish. GRI 102 and GRI 103 replace GRI 305 and 302 from 1 January 2027.

Record sheet

Print and keep by the meter, scale or register; enter the figures in Canoprise when the period closes. For metered items use one line per meter, source or stream.

Ref	What	Period from	to	Reading / quantity	Unit	Evidence kept	Initials
ECO-12.1	Data cadence				%		