**TECHNOLOGY POLICIES**

**SECTION 1: TECHNOLOGY**

**POLICY 6: DATA MANAGEMENT**

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| **Policy Rationale** | This policy sets expectations, obligations and acceptable use practices for when creating, consuming, managing or deleting [organisation] information.  Information is a key asset that must be managed, maintained and protected to ensure its accessibility, reliability and timeliness to support [organisation] business functions. |
| **Policy** | **Data Management Principles**   1. To enable for [organisation] to efficiently and effectively manage and safeguard its data, it must be managed as a strategic asset through clear processes, procedures, standards and guidelines. 2. Institutional data is the property of [organisation], no single person or business group/unit “owns” the data and everyone is responsible for managing it effectively. 3. Every data source must have a defined data custodian and steward, who act in a business leadership role and a subject matter expert role. 4. Data should only be collected and readily available for use for a specific and documented purposes, in a simple, user centric approach that supports and enables data value to realised. 5. Data capture, validation and processing should be automated, wherever possible. 6. Unnecessary duplication of <organisation> data is to be avoided. 7. Data is managed through approved, managed structures and models that provide context and a best practice approach that enables active data lifecycle management. 8. Data must be protected from unauthorised access and modification.   **Roles and Responsibilities**  At [organisation], it’s likely you’ll hold one or more of the following roles in managing [organisation] information.  Data Governance Board  The Data Governance Board is comprised business function leadership of [organisation] that create and maintain data.  Their Boards responsibilities are:   * Oversee the Data Management framework and ensure its alignment with [organisation] outcomes and strategies. * Identify high level data areas of concern or growth * Oversee and report on risks to data assets * Oversee implementation and compliance with policy.   Data Custodian  Information Technology fulfils the role of data custodians and are responsible for the security and availability of [organisation] data. They oversee systems used to collect, manage and provide access to data. Their responsibilities are:   * Maintain physical and system security including server physical security and user access security as determined by the data steward. * Ensure adequate system backups are completed and disaster preparedness and recovery plans exist. * Ensure adequate system availability and performance   Data Steward  Data stewards are subject matter experts in the related functional area who has knowledge of the business and the data processes within it. Their responsibilities include:   * Working with system designers, data/information management experts and technical experts on data system design that cover data creation, migration, access management and retention and disposal. * Implementing and maintain data quality requirements and business rules for assigned data sets. * Identifying, managing, mitigating and resolving (where applicable) data issues, risks and errors. * Championing and educating their functional area on the use and application for the data management framework and supporting documents.   **Related Documents**   * Data classification Model * Master Metadata Register * IT Policy * Privacy Policy * Data Management Procedure   (not all related documents will be applicable in all organisations, this list is just an example of possible documents that could exist) |
| **Review Protocol** | Policy Owner:  Policy Reviewed By:  Date Reviewed:  Next Review Date: |