

AP 3260 Data Governance

Purpose and Scope

The objective of this Administrative Procedure is to identify the minimum standards to govern the appropriate use and management of institutional data and to define roles and responsibilities related to adequate data management.

This Administrative Policy applies to all faculty, staff and third-party agents of the College as well as any other affiliates who are authorized to access institutional data.

Data Governance

Data governance focuses on improving data quality, protecting access to data, establishing business definitions, maintaining metadata and documenting data policies and procedures. The College's institutional information is an asset and must be maintained and protected as such. It is vital to have accurate, trusted data to make sound decisions at all levels of an organization. Data governance helps to provide data transparency and results in confidence among College faculty, staff and management to trust and rely on data for information and decision support.

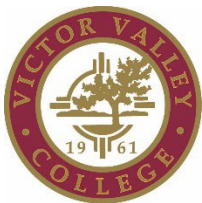
Governing Institutional Data

The following principles are set forth as minimum standards to govern the appropriate use and management of institutional data:

- Institutional data is the property of the College and shall be managed as a key asset
- Unnecessary duplication of institutional data is discouraged
- Institutional data shall be protected
- Institutional data shall be accessible according to defined needs and roles
- Institutional representatives will be held accountable to their roles and responsibilities
- Necessary maintenance of institutional data shall be defined
- Resolution of issues related to institutional data shall follow consistent processes
- Data stewards are responsible for the subset of data in their charge

Data Governance: Roles and Responsibilities

Several roles and responsibilities govern the management of, access to, and accountability for institutional data. They are defined as follows:



Executive sponsor.

This is the C-level executive whose responsibilities span functional, line-of-business, application, and geographic silos. Identify your sponsor early, because this person allocates resources, determines staffing and funding, identifies high-priority business issues, and fosters cross-functional collaboration.

Data Trustee/Leader

Data Trustees are senior college officials who have oversight responsibility for institutional data that is related to the functions managed, administered or run by the units and personnel who report to them.

Data Trustee/Leader responsibilities:

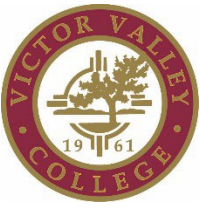
- Assign Data Stewards to be responsible for data management within the Data Trustee's functional area.
- Manage, protect, and ensure the integrity and usefulness of institutional data.
- Identify the sensitivity and criticality of the data. Ensure that appropriate business processes are in place to keep the data secure, maximize data accuracy, and ensure that responsible staff are trained to maintain data quality.
- Ensure compliance with local, state and federal laws related to data governance.
- Support planning and governance to meet the data needs of the community.
- Serve as escalation point for Data Stewards on issues related to data governance.

Data Steward

Data Stewards are college employees with oversight responsibility for a designated subset of institutional data. A Data Steward is a functional end user within an operational area who is deemed an expert regarding data managed by that operational area. A Data Steward is assigned by a Data Trustee/Leader.

Data Steward responsibilities:

- Implement data standards.
- Manage data definitions and data elements in their operational area, in conjunction with their colleagues, other data stewards and data trustees.
- Ensure that employees who maintain data are trained to follow standards.
- Monitor data quality and ensure data accuracy.
- Work with technical and operational staff to identify data entry errors and correcting the data to match institutional data standards.
- Report and escalate any issues that may require larger action on behalf of the college's data governance structure to their corresponding Data Trustee.
- Make decisions regarding data access, data classification, data compliance, data definitions and data privacy.
- Receive/respond to inquiries related to data that originates from the area to which they are assigned; e.g. questions regarding access, standardization, organization, definition and usage, etc.



Data User

Data Users are individuals or areas who have access to institutional data as part of assigned duties or in fulfillment of assigned roles or functions within the college community.

Data User responsibilities:

- Follow College policies and procedures related to data management and protection.
- Attend training and abide by the data standards established by Data Stewards and/or Data Trustees.
- Report concerns related to data management, weaknesses in data protection, failure to follow data management policies, or specific issues of quality or integrity of institutional data and protection to the appropriate Data Stewards and/or Data Trustees.

Data Operations Workgroup

This workgroup is comprised of functional data trustees from across all functions and departments of the College.

Data Operations Workgroup responsibilities

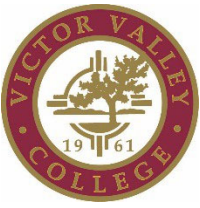
- Oversee the initiatives of the data governance program at a strategic level.
- Identify and prioritize data governance and other functional projects.
- Set goals for future state of data management capabilities.
- Advocate for governance and improved data management.
- Provide resolution of College or districtwide data issues and anything else which is not resolved at the data stewardship level.
- Serve as a communication vehicle towards the institution and their own functional/operational area.
- Create a data centric culture where data is everyone's responsibility.

Technology Data Operations Team

Data Operations Team are usually technical professionals who are responsible for the management and operation of many of the systems that serve as sources of institutional data. Data Operations Team usually have the authority to grant internal access to institutional data, in accordance with the guidance of Data Stewards and/or Data Trustees. Data Operations Team can also have data collection and data handling responsibilities.

Technology Data Operations Team responsibilities:

- Provide a secure infrastructure in support of the data. This includes, but is not limited to, physical security, backup and recovery processes, and secure transmission of the data.



- Grant access privileges to authorized system users as requested by Data Stewards and/or Data Trustees, documenting those with access and controlling level of access to ensure that individuals have access only to that information for which they have been authorized and that access is removed in a timely fashion when no longer needed.
- Install, configure, patch, and upgrade hardware and software used for data management, ensuring that system availability and response time are maintained in accordance with College policies and/or processes.
- Participate in setting data governance priorities.

For detailed information regarding Data Governance and roles; Data Trustees, Data Stewards and Data Operations Teams go to:

<https://www.vvc.edu/data-governance>

References:

U.S. Department of Education Privacy Technical Assistance Center (PTAC) Data Governance Checklist

[National Institute of Standards and Technology:](#)

https://csrc.nist.gov/glossary/term/data_governance

<https://csrc.nist.gov/publications/detail/sp/800-53/rev-5/final>

California Community Colleges: <https://cctechcenter.org/policy/data-governance>