POLICY ON DATA GOVERNANCE

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Supersedes /Amends: N/A	**Policy Number:** PRVPA-4

PREAMBLE

Concordia University (the "University") is responsible for ensuring the availability, security, confidentiality, and integrity of all of its Institutional Data and Institutional Information (as such terms are defined below), whether managed and residing on University information technology resources, stored on personal devices, managed by a third party or a business partner, or outsourced to a service provider.

The management, curation and use of Institutional Data and Institutional Information are a shared responsibility, involving and affecting academic, research and administrative stakeholders across the University.

SCOPE

This Policy applies to all data, information and systems, and all units, faculty, students and staff of the University that create, collect, modify or make use of Institutional Data and Institutional Information. It shall not apply to professors or researchers creating or using data for pedagogical or research purposes. This Policy has been developed in the context of and co-exists with other policies and regulations of the University, particularly those governing the use of University property and services; computer use; information technology security; privacy; risk management; records management; disciplinary procedures; copyright and intellectual property.

PURPOSE

This Policy addresses the University's requirement that Institutional Data and Institutional Information be accurate and accessible, in support of institutional decision-making, and that its management and use comply with applicable laws, regulations, directives, agreements and standards. This Policy sets out the roles and responsibilities for Data Governance (as defined below).

DEFINITIONS

For the purposes of this Policy, the following definitions shall apply:

"Data Governance" means a set of standards and processes relating to data which are followed by all members of the community and which ensure the accuracy, integrity and accessibility of Institutional Data and Institutional Information.

"Data Mart" means a subset of a Data Warehouse (as defined below) used by specific users. It holds the data related to a particular subject area such as finance, human resources or students.

"Data Steward" means the individual having responsibility and oversight of an information system, Data Mart or Data Warehouse, and its associated Institutional Data and Institutional Information.

"Data Trustees" means the administrators with institutional oversight for Institutional Data and Institutional Information.

"Data Warehouse" means a central repository which serves the purpose of facilitating access to data for decision-making. It holds Institutional Data on multiple subject areas from multiple sources.

"Institutional Data" means any standardized representation or depiction of facts or figures that can be created, collected, processed, communicated or interpreted.

"Institutional Information" means Institutional Data that have been derived, aggregated, processed, organized, structured and presented as a report, dashboard, graphic visualization, Key Performance Indicators (KPIs) or as a corollary database, Data Mart or Data Warehouse.

POLICY

1. Institutional Data shall be collected, recorded, stored, safeguarded and maintained in a consistent and systematic manner that maintains its accuracy, integrity and accessibility.

2. Institutional Information shall be constructed from relevant Institutional Data obtained from the information system in which it is created, collected and stored, or from the

appropriate database, Data Mart or Data Warehouse created from Institutional Data by Instructional and Information Technology Services, for the purpose of facilitating end user access and reporting.

3. Institutional Data and Institutional Information shall be accessible to those with a legitimate need, having regard to their organizational responsibility and position consistent with the University's mission and in accordance with applicable University policies and procedures.

4. Institutional Data and Institutional Information shall be shared appropriately in support of the pursuit of legitimate academic, research and administrative activities and in light of the security and the sensitivity of their contents.

5. New Institutional Data and Institutional Information shall only be created following appropriate consultation with the relevant Data Trustees and Data Stewards.

6. In all cases, Institutional Data and Institutional Information shall be appropriately identified by author, time and data source to ensure its alignment with the purposes for which it is intended.

7. The use of alternative, duplicate or shadow systems and databases shall not be permitted without prior approval from the relevant Data Trustees and Data Stewards.

8. Institutional Data and Institutional Information shall be kept and made available in accordance with applicable University policies and procedures, including, but not limited to, the *Policy on Records Management and Archives* (SG-10), the *Policy Concerning the Protection of Personal Information* (SG-9), the *Policy on Confidential Information* (HR-36), the *Policy on Computing Facilities* (VPSS-30), as well as applicable laws and regulations.

Roles and Responsibilities

9. The Provost and Vice-President, Academic shall appoint a Data Governance Steering Committee ("DGSC") whose members shall include a representative number of Data Trustees and Data Stewards to recommend and oversee the implementation of the Data Governance Framework.

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10. Members of the DGSC shall work closely with and coordinate efforts with relevant institutional committees and initiatives, including, but not limited to, the Information Systems Advisory Committee and the Enterprise Risk Management Committee.

11. The DGSC shall appoint a Data Stewardship Committee, whose members will include the Data Stewards.

Policy Responsibility and Review

12. The overall responsibility for the implementation and recommended amendments to this Policy and to the Data Governance Framework shall rest with the Provost and Vice-President, Academic.