



Policy Name	Data Governance Policy		
Policy #	IT 2.0	Category	Information Technology
Policy Owner	Vice President, Administration	Effective Date	January 19, 2022
Policy Lead	Associate Vice President Information Technology	Next Review Date	January 19, 2027
Approved by	Vice President, Administration & CFO	Approval Date	January 19, 2022

1.0 Policy Statement

Data and information are strategic enterprise assets, and data governance is necessary to provide a formal system of authority and control over the management of data. To realize strategic benefits and control risks associated with data, NAIT will actively govern and manage institutional data.

2.0 Scope

The data governance policy will apply to all NAIT staff and contractors that have access to or responsibility for institutional data.

Data governance will apply to all institutional data, excluding research data created or used as a part of applied research or scholarly activity.

3.0 Definitions

Term	Definition
Data	Information in a specific representation, usually as a sequence of symbols that have meaning.
Institutional data	Data created, acquired, stored, maintained, or transmitted by or for the institution to conduct business in any form, whether structured, unstructured, detailed, or aggregated.
Data Governance	A formal system of authority and control over the management of data assets.
Data Management	Control over the creation, acquisition, confidentiality, integrity, accessibility, definition, quality, storage, maintenance, sharing, safety, and strategic value of data.

4.0 Guiding Principles

4.1 Data is recognized as a valued and strategic enterprise asset.

- 4.2 As a shared enterprise strategic asset, individuals and business units have responsibilities in the stewardship of data.
- 4.3 Responsibility and accountability for institutional data is defined through the data governance structure, roles, and program.
- 4.4 The data governance program provides strategic value through enabling the right information to get to the right people at the right time to support NAIT’s strategic priorities.
- 4.5 High-quality, trustworthy data is defined and achieved by establishing and adhering to data quality standards.
- 4.6 Access to data is as open and transparent as possible while meeting legal, privacy, and security requirements.
- 4.7 Data management best practices are employed to control and protect institutional data.

5.0 Other Related Documents

n/a

Document History

<i>Date</i>	<i>Action/ Change</i>
January 19, 2022	Approved by Executive Management Committee