*Procedure*

| Procedure Name | *Data Governance Structure* | | |
|---|---|---|---|
| Procedure # | IT 2.1 | Parent Policy | IT 2.0  Data Governance Policy |
| Policy Owner | Vice President, Administration | Effective Date | January 19, 2022 |
| Procedure Owner | Associate Vice President Information Technology | Next Review Date | January 19, 2027 |
| Approved by | Vice President, Administration & CFO | Approval Date | January 19, 2022 |

**1.0     Purpose/ Background**

To manage institutional data as a strategic resource, roles must be defined to assign accountability for data domains and a governance structure established to guide the data governance program to ensure it meets its objectives.

These roles and governance structure overlays and complements NAIT's organizational structure.  All data trustees, data stewards, data users, data custodians approach their roles by understanding their business unit's specific needs while placing NAIT's institutional needs first.

**2.0     Definitions**

| Term | Definition |
|---|---|
| Data | Information in a specific representation, usually as a sequence of symbols that have meaning. |
| Data Definition | A description to ensure comprehensive and consistent use of a data element or set. |
| Data Domain | A subject-oriented subset of common data.  Examples include: Student, Staff, Curriculum. |
| 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, and strategic value of data. |
| 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. |

**3.0     Procedures**

3.1     NAIT's governance of institutional data is realized by establishing and empowering the following groups and roles whose responsibilities are outlined below.

3.2     **Data Governance Council.** NAIT's EMC (Executive Management Committee) serves as the Data Governance Council. It sets the mission and strategic goals for data governance and secures funding, resources, and cooperation needed to support the effort.

3.3     **Data Governance Steering Committee.** Reporting to the Data Governance Council, chaired by the Vice President, Administration, or delegate, and comprised of a representation of data trustees, the data governance program manager, and ITS department representatives, this committee:
- Defines the data governance scope and road map
- Approves data governance procedures and standards
- Approves the assignment of data trustees and data stewards
- Resolves escalated data issues
- Oversees the work of the Data Governance Program Team
- Drives and monitors the business value created through the data governance program.

3.4     **Data Trustees.** Accountability for the management of a specific domain of data is delegated to a data trustee. A data trustee:
- Resolves escalated data or escalates issues to the Data Governance Steering Committee
- Approves access to data
- Assesses the security, quality, and value of data

3.5     **Data Stewards.** An individual for a department or school is assigned the responsibility for coordinating data management for their unit. A data steward:
- Has expert knowledge of business processes and how data is used
- Resolves data issues identified inside their department or escalates issues to Data Trustees
- Communicates changes to data governance policies, procedures, standards, and projects

3.6     **Data Users.** Anyone who creates, acquires, maintains, or accesses institutional data is a data user. A data user:
- Adheres to policies, procedures, standards, and projects
- Escalates data issues to their department Data Steward
- Takes responsibility for data quality in their creation and use of data

3.7     **Data Custodians.** A staff member, vendor, or contractor is responsible for the technical environment and structure for electronic data or the handling of physical data media. A data custodian:
- Ensures technical processes sustain the confidentiality, integrity, and availability of data
- Ensures access to data is authorized and controlled

3.8     **Data Governance Program Manager.** An individual with the mandate to lead the development and implementation of the data governance program and facilitate data governance activities.

3.9     **Data Governance Program Team.** Led by the Data Governance Program Manager, this team:
- Develops, implements, and maintains data governance procedures and standards
- Establishes data domains and definitions
- Identifies individuals to fill data trustee and data steward roles
- Leads the implementation of data governance priorities
- Facilitates the resolution of data issues
- Develops and delivers data governance education and awareness for data users

3.10     **Data Governance Working Teams and Project Teams.** Working teams and project teams are formed on an as-needed basis to address specific data issues or implement data quality, security, or governance projects.

## 4.0     Exceptions to the Procedure

4.1     Exceptions to this procedure must be documented and formally approved by the Procedure Owner.
Procedure exceptions must include:
- The nature of the exception
- A reasonable explanation for why the procedure exception is required
- Confirmation that the exception aligns with the general principles
- Any risks created by the procedure exception and how they will be managed.

## 5.0     Related Documentation
n/a

*Document History*

| Date | Action/ Change |
|---|---|
| January 19, 2022 | Approved by Procedure Owner |
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