



Procedure 5.26.1 Enterprise Data Governance

Part 1. Purpose

To formalize enterprise data governance practices for enterprise system data.

Data governance ensures the quality, availability, integrity, protection, and privacy of data and fosters cross-organizational collaboration through adoption of system procedures and operating instructions, standards, and practices for data management. This procedure establishes roles and responsibilities for data governance of enterprise system data.

Part 2. Definitions

For purposes of this system procedure, the following definitions apply:

Data Custodian

Under direction of Data Owners, an individual (or individuals) who implements data management system procedures and operating instructions that have been established by the chancellor under the authority defined in Board Policy 5.26 Management for Enterprise System Data. A Data Custodian has the responsibility for the day-to-day maintenance and protection of data.

Data governance

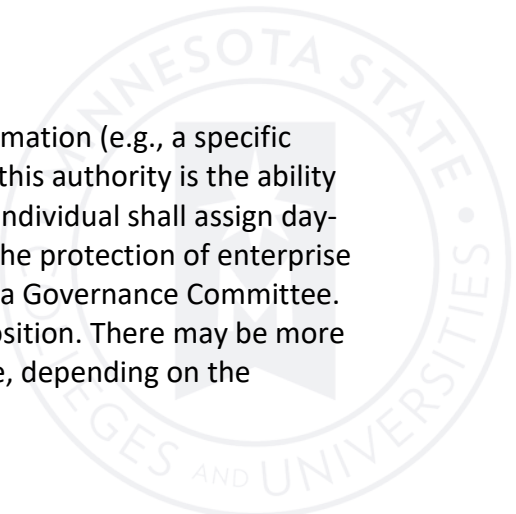
Data governance is the exercise of authority, control, and shared decision making (planning, monitoring, and enforcement) over the management of enterprise system data assets.

Data Governance Committee

A governing body responsible for identifying and recommending appropriate data management practices through system procedures, operating instructions, and standards through shared decision making to address enterprise system data throughout the entire data lifecycle.

Data Owner

An individual with authority and accountability for specified information (e.g., a specific business function) or type of enterprise system data. Included in this authority is the ability to grant and deny access to data under his or her authority. This individual shall assign day-to-day responsibilities to one or more Data Custodian to ensure the protection of enterprise system data and, if applicable, appoint a Data Steward to the Data Governance Committee. The Data Owner is typically in a senior or high-level leadership position. There may be more than one Data Owner at a college, university, or the system office, depending on the



individual's authority and accountability for specified information (e.g., a specific business function) or type of enterprise system data.

Data Steward

Business or academic representative serving as a member of the Data Governance Committee. Data Stewards act on behalf of Data Owners and have the authority to make decisions related to data management for their department, functional area, academic, or business unit.

Enterprise system data

Minnesota State electronic data collected, stored, transmitted, or maintained by the system office or a third party acting on behalf of the system office for the benefit of the colleges and universities within the Minnesota State system.

Part 3. Procedure

This procedure establishes the Data Governance Committee, which provides guidance to the vice chancellor of information technology; is responsible for overseeing the continuous improvement of data governance and management; identifies data governance initiatives and projects; and establishes working committees. The Data Governance Committee shall identify and recommend system procedures and operating instructions to the vice chancellor of information technology, and develop standards and practices for enterprise system data lifecycle management.

Each vice chancellor shall appoint a Data Steward to the Data Governance Committee. The Data Governance Committee will also include the following:

1. System Chief Information Security Officer or designee;
2. System Director of Institutional Research;
3. One representative each from a college and university who holds the title of:
 - a. Financial Aid Director;
 - b. Chief Information Officer;
 - c. Campus Admissions Officer or Registrar;
 - d. Institutional researcher.

The vice chancellor of information technology or designee serves as committee chair

Part 4. Data Governance Roles and Responsibilities

Data Stewards

Serving as members of the Data Governance Committee, Data Stewards have responsibility for representing their data subject area and have the authority to make data governance recommendations. Data Stewards must ensure that users are aware of information handling requirements and that they follow data management system procedures and operating instructions to uphold the quality and integrity of data accessed.

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No Additional HISTORY.