# POLICY STATEMENT

| Policy Name | **Data Management** | | |
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| Policy # | **802** | Category | **Information Management** |
| Policy Sponsor | **Associate Vice-President, Information Technology Services** | Previous Revision Date | **March 1, 2011** |
| Policy Approved by | **President & CEO** | Issue or Revision Date | **May 8, 2023** |
| Procedures Approved by | **CFO & Vice-President, Administrative Services** | Review Date | **May 8, 2028** |

## PURPOSE

The purpose of this policy is to establish the fundamental principles and guidelines to classify, manage, maintain, and secure Saskatchewan Polytechnic's data. This policy is applied in conjunction with policy 809 Records Management which recognizes and supports effective management of Saskatchewan Polytechnic records, including maintaining a records retention and disposition schedule and defining responsibilities for records management.

## GUIDING PRINCIPLES

1. Successful collection and management of data is critical to the academic and administrative functions of Saskatchewan Polytechnic.

2. Through active planning, organization and management of this institutional asset, data and information become one of Saskatchewan Polytechnic's important resources and investments.

3. Saskatchewan Polytechnic recognizes the importance of data and the information derived from that data.

4. To realize the maximum benefit of institutional data, Saskatchewan Polytechnic will actively manage activities related its creation, collection, storage, maintenance and sharing regardless of whether the data is:

   - stored electronically or in hard copy
   - held in centrally managed databases/systems, or in academic or administrative offices
   - exists in structured, unstructured, summarized, or aggregated format

5. Saskatchewan Polytechnic data will be managed as an institutional resource using the following data management principles designed to safeguard data integrity, security and access.

## POLICY

## 1. Data ownership

1.1. All Saskatchewan Polytechnic data and information derived from that data is owned by Saskatchewan Polytechnic as a whole, not by an individual, program, department or division.
1.2. All Saskatchewan Polytechnic data and information are considered shareable resources.
1.3. Saskatchewan Polytechnic will determine how its data and information will or will not be shared.

## 2. Data classification, definition & standards

2.1. Saskatchewan Polytechnic will establish and maintain institutional data classification standards.
2.2. Saskatchewan Polytechnic will establish and maintain institutional definitions for data including how data is derived and how it is intended to or can be used.

## 3. Data stewardship

3.1. Saskatchewan Polytechnic will manage its institutional data using the principles of data stewardship and data sharing.
3.2. Data stewards are responsible to define and classify the data within their purview according to standards established by Saskatchewan Polytechnic.
3.3. Data stewards have overall responsibility and authority for the creation, collection, quality, access and security of data within their respective areas according to standards established by Saskatchewan Polytechnic.
3.4. Day-to-day implementation of data stewardship activities within subsets of a functional area may be delegated to a data manager.

## 4. Data collection and management

4.1. Authoritative sources of Saskatchewan Polytechnic data will be identified and maintained.
4.2. Saskatchewan Polytechnic will discourage the creation of redundant or duplicate data sources.
4.3. Institutional data will be collected as close to source as possible regardless of whether the department or individual collecting the data will have future interest in that data.
4.4. Institutional data will be entered and maintained in the appropriate data repository in a timely manner and with utmost care.
4.5. Saskatchewan Polytechnic will store data in databases and servers that are integrated, consistent, reliable, accessible and secure.
4.6. Any database acquired or developed to hold Saskatchewan Polytechnic data must be registered with Information Technology Services (ITS).
4.7. When electronic data is no longer required for legal or historical reasons, it should be deleted in such a way that recovery is not possible.

## 5. Data quality

5.1. The quality of Saskatchewan Polytechnic institutional data will be actively managed. Standards for data quality, validity, availability, access, definition and use will be established, monitored and enforced to provide the highest quality data.
5.2. Data stewards are responsible for establishing procedures and practices to ensure data quality is maintained and that data requiring update or correction is timely processed.

## 6. Data access

6.1. Institutional data will be made readily available to any employee of Saskatchewan Polytechnic with a legitimate business need to access the data. Unnecessary restrictions to its access will be avoided.
6.2. Data stewards are responsible for determining data access levels and distribution.

6.3. Data access rights are not transferable. Any Saskatchewan Polytechnic employee granted access to institutional data cannot copy or redistribute data or information for the purpose of giving access to someone who would not normally have access to that data or information.

6.4. Data must only be accessed and used for its intended purpose. Data must not be accessed or manipulated for personal gain, out of personal interest or curiosity.

6.5. Data users must be aware of their responsibilities under *The Local Authority Freedom of Information and Protection of Privacy Act* (LAFOIP).

6.6. Data users must respect the privacy of individuals whose records they may access. No subsequent disclosure of personal information contained in files or databases may be made. Disclosure is understood to include (but is not limited to) verbal references or inferences, correspondence, memoranda and sharing of electronic or paper files.

## 7. Data security

7.1. All members of the Saskatchewan Polytechnic have a responsibility to protect Saskatchewan Polytechnic data from unauthorized access, modification, disclosure or destruction.

7.2. Secure storage of institutional data is a joint responsibility of system and network administrators, database designers, application designers, data stewards, data managers, and the data user who must ensure appropriate security mechanisms are established and utilized.

7.3. Institutional data will be safeguarded and protected from deliberate, unintentional or unauthorized alteration, destruction and/or inappropriate disclosure or use in accordance with established institutional policies and procedures and federal and provincial laws.

7.4. Institutional data must be stored in such a way as to ensure the data is secure and that access is available to authorized users only.

7.5. Institutional data stored in paper or other formats must also be safeguarded, distributed and disposed of appropriately.

7.6. Institutional data stored on laptop computers or portable storage devices, including USB memory sticks, should be encrypted to prevent accidental or unintended disclosure of Saskatchewan Polytechnic data in the event of theft or loss of the device.

7.7. Deliberate misuse or inappropriate disclosure of Saskatchewan Polytechnic data or information may result in disciplinary measures, suspension or dismissal.

## DEFINITIONS

**Institutional data:** Institutional data is data created, collected and stored by any office of Saskatchewan Polytechnic in support of its academic and administrative functions. It is referenced or required for use by more than one organizational unit, included in an official Saskatchewan Polytechnic administrative report or used to derive an element that meets one or more of the criteria above.

Institutional data is not limited to data and information stored on centrally managed databases and servers. Institutional data can also be data and information stored on hosted services, individual desktops, paper files, software such as spreadsheets and portable storage devices such as handheld computers, CDs, DVDs and memory sticks.

**Data owner:** Saskatchewan Polytechnic is the owner of the institutional data. Individual units or departments have stewardship responsibilities for specific data elements or portions of institutional data.

**Data steward:** Employees with the overall responsibility and authority for data definition, classification, quality and access within their functional area.

**Data manager:** Employees with operational level responsibilities for specific portions of institutional data. Data managers are typically responsible for procedures supporting the creation, storage, maintenance, use and disposal of data within guidelines established by the data steward.

**Data users:** Employees  who need and use institutional data as part of their assigned duties or in fulfillment of their role at Saskatchewan Polytechnic.  Data users have particular responsibilities to ensure timely and accurate data entry, use and dissemination of data consistent with privacy and security guidelines.