



Procedures

Policy Name	Data Management		
Policy #	802	Category	Information Management
Policy Sponsor	Associate Vice-President, Information Technology Services	Previous Revision Date	March 1, 2011
Policy Approved by	President & CEO	Revision Date	March 1, 2011
Procedures Approved by	CFO & Vice-President, Administrative Services	Review Date	See Policy Review Date or As Required

See the related [POLICY](#).

DEFINITIONS

Institutional Data: Institutional data is data that is created, collected, and stored by any office of SASKPOLYTECH in support of its academic and administrative functions. It is generally referenced or required for use by more than one organizational unit; included in an official SASKPOLYTECH 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.

Structured Data: Data that resides in fixed fields within a record or file or data that can be tagged and accurately identified (ie XML).

Unstructured Data: Any document, file, image, report, form, etc. that has no defined, standard structure. Examples of unstructured data include email, spreadsheets, documents, etc.

Data Owner: SASKPOLYTECH 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: Individuals with the overall responsibility and authority for data definition, classification, quality and access within their functional area.

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

PROCEDURES

Development and maintenance of procedures specific to this policy are the responsibility of the Information Technology Services Enterprise Architecture and Data Services units.