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CORPORATE POLICY

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POLICY TITLE **INFORMATION AND DATA GOVERNANCE**		**NUMBER**
AUTHORIZATION Vice President, Informatics and Transformation Support	**DATE APPROVED** January 2015	**CURRENT VERSION DATE** January 2015

DATE(S) REVISED / REVIEWED SUMMARY

Version	Date	Comments / Changes
1.0	January 2015	Initial Policy Released

INTENT / PURPOSE

The Information and Data Governance policy provides direction and establishes requirements for managing Fraser Health Authority's ("FHA" or "Fraser Health") information and data assets across the entire information and data lifecycle from collection, storage, usage and processing, through to disposal and archival. The specific objectives of this policy are to:

- Promote identification, ownership and effective management of FHA's information and data assets; and
- Establish FHA's mandate and expectations with respect to maintaining the quality, integrity, availability and reliability of FHA's information and data assets.

This policy should be read in conjunction with Fraser Health's Information Security policy, and Access Control policy and supporting information security and privacy policies, standards, procedures and guidelines.

SCOPE

This policy applies to all information and data assets, including both structured and unstructured data owned, managed or administered by Fraser Health or administered by a third party on behalf of Fraser Health.

This policy applies to all Fraser Health staff (including full-time, part-time, and temporary staff), physicians, students, volunteers, business and health-care delivery partners, consultants, contractors, service providers, and guest users, who have been authorized to have access to Fraser Health information and data assets. For the purposes of this policy, such individuals are collectively referred to as "staff" unless otherwise specified.

POLICY

- DATA COLLECTION AND OWNERSHIP
  - o Fraser Health or Fraser Health's Service Provider(s) develops and maintains an inventory of all information and data assets.

  - Data Steward, Information owners and custodians are designated for all information and data assets.
  - Data Stewards in collaboration with Owners have the authority to create and maintain an Information Classification standard.
  - Data owners assign an information classification for all information and data assets in accordance with Fraser Health's Information Classification standard.
  - Data custodians implements procedures for secure information handling, including information collection, storage, processing and disposal and archival as defined in Fraser Health's standards.

- DATA STORAGE AND RETENTION

  - Information owners and information custodians are responsible for day-to-day content and quality of data within their designated area of responsibility.
  - Information owners and information custodians are responsible to meet the backup and retention standards defined in Fraser Health's policies and related standards within their designated area of responsibility.
  - Information owners and information custodians are responsible to meet Fraser Health's Security and Privacy policies & related standards within their designated area of responsibility.
  - Information is destroyed once it is no longer required by Fraser Health and/or has reached the end of its retention period. The destruction or disposal process takes into account the sensitivity of the information being destroyed.

- DATA USAGE

  - Fraser Health and/or FHA's Service Provider(s) implement mechanisms for validating the accuracy and appropriateness of data inputs to information systems.
  - Information owners and information custodians will implement controls to validate that the use of stored information is correct and appropriate to the business needs of Fraser Health.
  - Information owners and information custodians will implement controls to measure and monitor the quality of the data used in business reporting and applications.

- DATA TRANSFER AND DISCLOSURE
  - Services that provide access to data contained within information systems are controlled by Fraser Health.
  - Information exchange procedures and controls have been established to protect the exchange and integrity of information through its lifecycle.
  - Agreements are established for exchange of information and software between Fraser Health and external parties.

- DATA AUDITABILITY
  - Information owners and custodians will ensure periodic audits are performed for data assets and audit logs, such as:
    - inventory of data assets
    - data asset ownership changes
    - acceptable use of data assets
    - data pertaining to access control, access privileges, changes to access control and access privileges and test data
  - Processes are established to manage access and privileges for data under each data owner's area of responsibility.

DEFINITIONS

Term	Definition
Information/Data Owner	Official with statutory or operational authority for specified information and responsibility for establishing the controls for its generation, collection, processing, dissemination, and disposal [NIST SP 800-53].
Data Custodian	The individual(s) and department(s) responsible for the storage and safeguarding of computerized data [Information Systems Audit and Control Association (ISACA)].
Information/Data Asset	Information and data assets include all Fraser Health data, information and intellectual property.

PROCEDURE

ROLES AND RESPONSIBILITIES

Role	Responsibilities
Executive Sponsors	• Give high level authority for the process of setting global policies and standards • Approve the strategic direction for data governance • Support the organization to communicate and promote the governance strategy to build consensus • Review and approve business plans to be used by the Governance Council and Data Stewards to achieve changes to comply with the strategic direction • Authorize additional funding where necessary for data governance as part of existing initiatives • Agree to support future reporting from certified data The executive sponsors are an executive or senior management level group that can promote and preserve data governance across all functional areas and strategic initiatives to support adoption throughout the enterprise
Data Owner	• Own data • Approve data definitions, calculations and requirements • Accountable for consistency and quality across different types of data • Approve changes to existing data to comply with standards • Review and approve data standard specifications and revisions to ensure that any key change to data standard is sufficiently understood and its integrated impact is fully assessed • Escalate cross-function data standardization decisions to Executive Sponsors

	Data Owners include all data and attribute owners who have the power to make enterprise-wide decisions on that data.
Data Stewards	• Maintain data and propose new attribute requirements • Responsible for quality and availability of data • Develop policies and standards to ensure data is both acceptable and accurate in the applicable business area • Have understanding of overall data process flow as well as strong understanding of their specific areas • Solicit the requirements/concerns of all stakeholders, across the organization, who use the data • Coordinate efforts with other subject area Data Owners to employ consistent enterprise data management policies, procedures, governance, tools and methodologies Data stewards reside in the business organization and works directly with the Data Owners and the Data Users. A Chief Data Steward will be designated by the VP, Informatics & Transformation Support to oversee implementation of the Information and Data Governance Policy.
Data Custodians	• Document current data definitions and identify inconsistencies • Configure tools used to maintain referential integrity and monitor data quality • Proactively promote consistency of data management goals, policy, procedures, tools and techniques • Perform impact analysis for changes to existing data sources and information architecture • Implement appropriate information security • Ensure all system, process or data changes affecting their data are notified to the data management community

	This group sits in the technology organization and applies data governance policies and standards to technical environments
Data Users	• Identify issues with data quality and escalating to the appropriate steward / owner • Work with data owners to determine and validate proper data usage • Complies with data governance policies in the usage of the information • Ensures the quality and availability of data for analysis and reporting meets business requirements This group resides in the business organization and have direct interaction with the data sources

REFERENCES

Related Fraser Health policies:

- Access Control
- Confidentiality and Security of Personal Information
- Information Security
- Managing Privacy Breaches