

APPENDIX A: DATA GOVERNANCE GUIDELINES

Related Policy/Procedure: Records and Information Management Policy
Version: V1
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These guidelines set out the principles Conestoga College Institute of Technology and Advanced Learning (Conestoga) follows to ensure data is accurate, reliable, and up-to-date. Conestoga, as the data owner, intends to make its institutional data available to authorized users who have a legitimate business need subject to compliance with relevant legislation.

Users of Conestoga's data are expected to follow these principles in order to properly utilize and protect the data assets in the custody and control of Conestoga.

PRINCIPLES:

- Integrity – Conestoga's data is protected against improper modification or destruction, and which enables nonrepudiation and authenticity.
- Confidentiality – Conestoga has transparent processes that ensure authorized controls and restrictions are implemented on the access and disclosure of data including protecting personal information.
 - Data is managed to ensure it is properly protected relative to its sensitivity to comply with FIPPA and other relevant legislation and internal security protocols.
 - Access requests are fielded through the IT Division which manages, but does not own, the approval process.
- Availability – Conestoga ensures timely and reliable access to and use of its data.
- Accessibility – Conestoga's data is accessible to the relevant users throughout its lifecycle.
- Quality – Conestoga's data quality is defined, measurable, and monitored in order to assess its trustworthiness.
- Single source of truth – Conestoga seeks to draw from a single source of data as its primary source of information. It endeavours to not create duplicate sources of the same data.
- Disposition – data is destroyed or permanently retained according to approved retention schedules.

REFERENCES:

Freedom of Information and Protection of Privacy Act (FIPPA)

Ministry of Training, Colleges and Universities Act

Ontario Colleges of Applied Arts and Technology Act

RELATED DOCUMENTS:

Records and Information Management Policy

Protection of Privacy Policy

REVISION LOG:

December 1, 2021

Academic Forum

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Academic Coordinating Committee