

## Policy Sub-group Meeting

8/29/08

### Discussion Items

D1) Review of DM01 and DM02 as edited by Kip and Merri Beth.

- a. Kip took the four previous documents and tried to fit them into the two documents we are reviewing. Kip made the titles capture what each document was about. One of the old titles had to do with retention or disposal; there was nothing relating to this in the old documents so they are not in the new ones; if something needs to be documented regarding retention and disposal, we will need to put those back in. Is this something that the Retention/Preservation group needs to look at?
- b. Vic mentioned that he was having problems figuring out what exactly the policies were in these documents. The rationale indicates why you need the policy, and then you need a policy statement. Other documents then support the policy. Kathleen posed the question as to whether roles and responsibilities for Data Stewards and Data Managers should be a separate policy. Vic suggested that if the policy were on the web, there would be a link for each of the parts of the policies that would give you additional information (standard operating procedures).
- c. Walkthrough two documents and pull out what is policy; what are the core parts of the policy:
  - a. Will maintain a classification system to determine the appropriate access; this also determines the levels of protection.
  - b. Current security policy deals with the floor, not the highest level. High levels of security require expenditures above what we do for the floor.
  - c. Data stewards determine which data falls into each security category. Three levels; floor, mid-level, ceiling
  - d. For instance, Policy would be to say that "you must secure your public data" to at least the level of the floor.
    - i. Make available/grant use
    - ii. Protect appropriately (authority)
    - iii. Classification
    - iv. Responsibility of individual users
    - v. Ensure validity, integrity and collection
- d. Vic's items:
  - a. Purpose – ensure access, usefulness and protection of data
  - b. Following policies
    - i. Data are classified to describe levels of access and protection
    - ii. Classify governance structure
    - iii. Users have a set of responsibilities to follow – all university departments – managers and technical staff....see page 2 of DM01 from May 08
    - iv. Roles and responsibilities of DS and DM
- e. The discussion turned back to going through the documents; Steve posed the question of redefining what a DS is. The CDS is a policy making committee. DS committee is responsible for overall policy formulation and evaluation (Vic). DM would be another level, and then have department supervisors and people who use the data. Steve posed the possibility of making the current DS Group as an Executive Group (this makes us the old CID but with more power) – they set the policies. DS are the cast of thousands who have roles and responsibilities as determined from the policies. Merri Beth suggested that you use the term of Institutional Data Governance Committee which is more common practice. This would include all types of information that we are now excluding such as Halls of Residence; Vic pointed out that Halls collects surveys from students which would fit under institutional data. We need to talk to Mark about redefining the "Executive" group and make this head group fulfill the core role we are talking about. Take a fresh look at the committee, who is assigned, etc.
- f. So part of the policy we are discussing is who the group is we are assigning responsibility to. Merri Beth pointed out that if we look at the May DM01, change DS under Policy Statement to Data Governors, the second paragraph to DS and the rest stays the same.
- g. August DM02 – lots of specific things which are supposed to be done. Steve not sure that these will even apply to the group we are now calling DS. Kip will make updates to the documents based on our discussion.
- h. Discussion of DMB (August DM02) specifics
  - a. Do we have a central repository of all data elements stored somewhere? A University Resource Dictionary?

### Action Items

A1) Phyllis will do some investigation into whether or not we have a central repository of all data elements stored somewhere; will begin by talking to Sara Chambers.