

Section:	Administration (AD)
Subject:	Data Governance
Legislation:	
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**APPROVED:** \_\_\_\_\_  
**President and CEO**

## POLICY

The Board of Governors recognizes the importance of data and the information derived from that data. To realize maximum benefit, SAIT will actively manage activities related to the creation, collection, storage, maintenance and sharing of institutional data that is stored electronically, in hard copy, in centrally managed databases or systems, in both academic and administrative offices, and that may exist as structured, unstructured, summarized and aggregated data.

## PROCEDURE

### DEFINITIONS

- Aggregated data** Information that is collected and compiled into a summary format, typically for the purposes of reporting or statistical analysis.
- Data custodian** The 'system owner' who manages the storage, access, transport, and safety of the actual data. They support data stewards in implementing changes to technology and grant access. They maintain the technical infrastructure of SAIT systems, implementing access rights and controls to ensure the accuracy, integrity, security and privacy of institutional data. A data custodian works with data stewards to ensure data-related issues are escalated to the appropriate governing body in a timely manner.
- Data management plan** A document "...typically associated with an individual research project or program that consists of the practices, processes and strategies that pertain to a set of specified topics related to data management and curation. DMPs should be modified throughout the course of a research project to reflect changes in project design, methods, or other considerations. DMPs guide

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researchers in articulating their plans for managing data; they do not necessarily compel researchers to manage data differently” ([Tri-Agency Research Data Management Policy, Frequently Asked Questions, Government of Canada 2021](#)).

**Data steward**

A person within the school/department responsible for all queries and/or issues related to data. A data steward is a business user with expert knowledge of business processes and how data is used within those processes. They are responsible for all aspects of the data including security, quality and completeness. They monitor data quality, distribution and use, and work with data trustees and subject matter experts to resolve data issues.

**Data trustee**

Accountable for the security, privacy, data definitions, data quality and compliance with data management policies and standards for a specific school/department. Each trustee is responsible for that trustee’s assigned data, and for approving requests for access to that assigned data. While data will be transported, matched and eventually stored electronically, this procedure covers the use of shared data at all stages, including but not limited to data used in reports and documents, whether electronic or in print. A data trustee may be a member of the Data Governance Council and has data stewards working for them

**Disaggregated data**

Information that is broken down into detailed sub-categories for the purposes of understanding gaps, underlying trends, patterns or insights not observable in aggregated data sets.

**Principal investigator**

The lead investigator completing the research.

**Research data**

Data collected, observed, generated or created from research or scholarly activity used to validate research findings.

**Structured data**

Data that resides in fixed fields within a record, file or data. This includes data in relational databases and spreadsheets.

**Summarized data**

Data that is combined from different sources and provides an easy-to-read report that identifies findings and recommendations.

**Third-party data**

Data owned by a third party and being used to support academic, research or scholarly activities. This data may contain sensitive intellectual property and if compromised or used inappropriately would have implications for the third party.

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## GOVERNING PRINCIPLES

1. SAIT will actively manage activities related to the creation, collection, storage, maintenance and sharing of research data that is stored electronically, in hard copy, in centrally managed databases or systems, in both academic and administrative offices, and that may exist as structured, unstructured, summarized and aggregated or disaggregated data, in ways that are consistent with ethical, legal and commercial obligations, including the provisions of procedure [AD.1.7.1 Legislative Compliance](#) and other SAIT policies and procedures.
2. SAIT will actively promote the importance of research data management (RDM) to researchers, employees and students, and will guide researchers on how to properly manage research data in accordance with Governing Principle 1.
3. SAIT is committed to adopting established best practices and institutional standards and procedures for research data management plans, while providing or supporting access to repository services or other platforms that securely preserve, curate and provide appropriate access to research data.
4. This procedure applies to all SAIT researchers, including students, employees and instructors in all disciplines and across SAIT's faculties and research facilities. SAIT's initial focus will be to ensure its Tri-Agency-funded researchers have the tools, technologies and service supports in place to aid their work and demonstrate strong data management practices as leaders in this transition in RDM best practices.
5. Progress against this procedure will be monitored regularly by the RDM Advisory Committee, and the procedure will be updated on an annual basis. An annual reporting on progress will be provided to SAIT's Data Governance Office. The RDM Advisory Committee is comprised of the following:
  - SAIT Data Governance Office (Chair)
  - Academic Division
  - Applied Research and Innovation Services (ARIS)
  - Equity, Diversity and Inclusion
  - Information Technology Services
  - Reg Erhardt Library
  - Research Ethics Board
  - Director, Indigenous Engagement
  - Manager, Indigenous Liaison, Center for Continuing Education and Professional Studies

## PROCEDURE

1. The Applied Research and Innovation Services (ARIS) department will meet SAIT's data governance requirements and will develop research data management best practices. ARIS  
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will support principal investigators and researchers to meet their ethical, legal and commercial obligations, as well as requirements of funding agencies pertaining to data management.

2. Principal investigators act as data trustees for research data associated with their research or scholarly activities. Given the variation in the scale and jurisdiction of different research projects, the principal investigator may also act as data steward and data custodian for their research data or may choose to delegate those responsibilities to others involved in their research.
3. Data created in the context of research and training by and with First Nations, Métis Peoples of Canada, and Inuit (FNMI) communities, collectives and organizations will be managed according to principles developed and approved by those communities, collectives and organizations, and in partnership with them. Chapter 9 of the [Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans – TCPS 2 \(2018\)](#) details considerations in research with Indigenous Peoples. SAIT recognizes that such an approach is needed to ensure that the unique rights, interests and circumstances of the First Nations, Métis and Inuit are acknowledged, affirmed, and implemented ([Tri-Agency RDM Policy, Government of Canada 2021](#)).
4. SAIT research related to First Nations, Métis Peoples of Canada and Inuit (FNMI) community data must comply with the OCAP principles (Ownership, Control, Access, Possession). These principles establish how FNMI data and information will be collected, protected, used, or shared, and a tool to support strong information governance on the path to FNMI data sovereignty. Given the diversity within and across FNMI people, the principles will be expressed and asserted in line with a FNMI respective world view, traditional knowledge and protocols.
5. Research projects involving human participants must be reviewed by the [SAIT Research Ethics Board \(REB\)](#) which includes an ethical review of RDM strategies as part of the REB submission. In addition, the Tri-Agency's [Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans – TCPS 2 \(2018\)](#) is a resource for researchers to consider ethical conduct in research involving human participants.
6. Research data will be assigned a security classification as per procedure [AD.3.3.1 Data Governance](#).
7. SAIT will regularly review and revise this procedure as services, infrastructure and practices evolve.

## POLICY/PROCEDURE REFERENCE

AD.3.3	Data Governance policy
AD.3.3.1	Data Governance procedure

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