

Section:	Administration (AD)
Subject:	Data Governance
Legislation:	<i>Alberta Evidence Act (RSA 2000 cA-18); Copyright Act, R.S.C., 1985, c.C-42; Electronic Transactions Act (SA 2001 cE-5.5); Financial Administration Act (RSA 2000 cF-12); Freedom of Information and Protection of Privacy Act (RSA 2000 cF-25); Government Emergency Management Regulation (AR 248/2007); Health Information Act (RSA 2000 cH-5); Historical Resources Act (RSA 2000 cH-9); Personal Information Protection Act (SA 2003 cP-6.5); Public Service Act (RSA 2000 cP-42); Records Management Regulation (AR 224/2001); Trade-marks Act, R.S.C.1985, c.T-13.</i>
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APPROVED: _____
Chair, on behalf of SAIT’s Board of Governors

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.

DEFINITIONS

- Aggregated data** Information that is collected and compiled into a summary format, typically for the purposes of reporting or statistical analysis.
- Data** Facts, numbers, letters and symbols collected by various means and processed to produce information.
- Data source** The primary location from where data comes. It can be a database, a dataset, a spreadsheet or hard-coded data.

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Institutional data

Data created, collected, maintained, transmitted and stored by or for the institution to conduct institution business. It includes data used for planning, managing, operating, controlling or auditing institution functions and operations and as defined by the Data Governance Council/Steering Committee. It is not limited to data or information stored on centrally managed databases/servers. Institutional data can also be stored on hosted services, individual desktops, paper files and electronic files such as spreadsheets.

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.

Unstructured data

Any document, file, image, report, form, etc. that has no defined standard structure.

GOVERNING PRINCIPLES

1. Institutional data is one of SAIT's most important resources. SAIT is the owner of all institutional data.
2. SAIT data will be managed as a business critical resource by following data management best practices and principles that safeguard the integrity, security, ownership and access of the data.
3. This policy does not apply to research data created or used for the purposes of scholarly activity or applied research projects.

POLICY/PROCEDURE REFERENCE

AD.3.3.1 Data Governance procedure

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