

UNIVERSITY OF CAPE COAST

SCHOOL OF ECONOMICS

DEPARTMENT OF DATA SCIENCE AND ECONOMIC POLICY



COURSE: DATA CURATION AND MANAGEMENT PLANS

ASSIGNMENT ONE

INDEX: SE/DMD/24/0007

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QUESTION

(A.) Produce a two-page commentary on the Data Policy of your respective organization, covering the following areas:

1. Structure of Data Dissemination
2. Format of Data Dissemination
3. Data Sharing Protocols and Procedures (if any)
4. Data Visibility (Website / Social Media Handles)

(B.) Suggest ways to improve or implement the areas of data curation mentioned above in your organization.

(A) Data policy is very relevant in Dormaa central Municipal Assembly (DCMA), it is a set of rules and guidelines that govern how an organization collects, uses, stores, shares, and protects data. It ensures transparency, compliance with laws, and safeguards user privacy.

1. **Structure of Data Dissemination in DCMA,** the structure of data dissemination follows a semi-centralized model. Data is typically generated at the departmental level and is shared through a hierarchical reporting structure. Information flows upward from data officers or analysts to departmental heads, and from there to executive management or external stakeholders where necessary. Internally, data is disseminated via emails, shared drives (such as Google Drive or internal cloud servers), and scheduled reporting systems. For cross-departmental collaboration, internal dashboards are used to ensure consistency and accessibility of information across units. Official announcements or reports intended for public or external use must pass through the communications or public relations office, which ensures proper vetting and compliance with organizational standards and data governance policies.
2. **Format of Data Dissemination in DCMA:** The format of data dissemination in my organization varies depending on the audience, purpose, and type of data. Internally, data is typically shared in structured formats such as Microsoft Excel spreadsheets, PDF reports, Word documents, and PowerPoint presentations. These formats are used during team meetings, performance reviews, and project updates. Externally, data meant for stakeholders, clients, or the general public is published in summarized and professionally formatted documents such as newsletters, infographics, and annual reports. These are usually exported in PDF format and disseminated via email or uploaded to the organization's official website. For social media sharing, data is often simplified into key insights or statistics presented as graphics or short videos to enhance public understanding and engagement. The organization is gradually shifting toward standardizing data formats to ensure consistency, readability, and ease of interpretation across all departments.
3. **Data Sharing Protocols and Procedures in DCMA:** In my organization, data sharing protocols are guided by internal policies aimed at ensuring data integrity, security, and confidentiality. Data sharing typically occurs through official communication channels such as organization emails, secured cloud platforms, or authorized third-party tools. Before data is shared, especially outside the organization, it must pass through a validation process involving the originating department and the data management or Statistics Department and MIS unit. This ensures that the data is accurate, up-to-date, and free of sensitive or unauthorized content. Internally, data can be shared more freely among staff but still follows a need-to-know basis to prevent misuse or overload.
4. **Data Visibility (Websites/Social Media Handles) in DCMA:** My organization uses a multi-platform approach to promote data visibility and public engagement. The primary channel for publishing formal reports, strategic plans, and policy updates is the organization's official website. This website features dedicated sections for publications, press releases, performance reports, and event updates. Most downloadable content is provided in PDF format, and access is open to the general public without the need for logins or subscriptions. In addition to the website, the organization actively uses social media platforms such as Facebook, X (formerly Twitter), LinkedIn, and Instagram to share summarized insights, infographics, announcements, and community-focused data. These platforms serve as tools for both data outreach and feedback collection.

(B) Suggestions for Improvement and Implementation Strategies in DCMA.

To enhance the efficiency, security, and reach of data curation in my organization, the following strategies are proposed:

1. Structure of Data Dissemination

- **Develop a Centralized Data Repository:** Implement a cloud-based data management system (e.g., SharePoint, Google Workspace, or a custom intranet) where all departments can store, access, and update information systematically.
- **Define Clear Roles and Access Levels:** Introduce a structured data governance policy that clearly outlines who is responsible for creating, validating, approving, and disseminating data.

2. Format of Data Dissemination

- **Standardize Data Formats:** Create organization-wide templates for reports, data summaries, dashboards, and memos to ensure consistency and reduce confusion.
- **Adopt Interactive Tools:** Use data visualization tools like Power BI, Tableau, or Google Data Studio to make internal and external data more understandable and impactful.

3. Data Sharing Protocols and Procedures

- **Develop a Formal Data Sharing Policy:** Document and implement policies that govern how and when data can be shared, including data privacy, security, and intellectual property considerations.
- **Automate Data Tracking:** Introduce tools that log who accessed or shared data and when, to improve transparency and accountability.

4. Data Visibility

- **Create a Data Insights Page on the Website:** Launch a dedicated section on the organization's website for dynamic data dashboards, key performance indicators, and open datasets.
- **Use Social Media More Strategically:** Post regular data-driven updates, infographics, and videos on social media platforms. Assign a dedicated digital team to manage these updates and engage with the public.
- **Train Staff in Data Communication:** Build internal capacity by training staff on how to communicate data clearly and effectively for both internal and public audiences.

By implementing these strategies, the Municipal Assembly can improve its data governance, increase trust among stakeholders, and ensure that data serves both internal decision-making and public accountability.