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**UNIVERSITY OF CAPE COAST**

# COLLEGE OF HUMANITIES AND LEGAL STUDIES

**SCHOOL OF ECONOMICS**

**DEPARTMENT OF DATA SCIENCE AND ECONOMIC POLICY**

**DMA820S: DATA CURATION AND MANAGEMENT**

**ASSIGNMENT 1**

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**(A). Commentary On Data Policy of Effia-Kwesimintsim Municipal Assembly (EKMA).**

* Structure of Data Dissemination:

The data dissemination structure within EKMA is designed to ensure that information is distributed efficiently and effectively to various stakeholders, both internal and external. Disseminating data is usually organized through digital platforms, public billboards, and internal reports.

* Format of Data Dissemination:

To meet the various needs of our stakeholders, EKMA disseminates data in a variety of formats. Spreadsheets, dashboards, and comprehensive reports are frequently used internally to share data and facilitate in-depth analysis and decision-making. Data is shared in easily readable and accessible formats such as infographics, interactive web-based formats, and summary reports for wider distribution, especially to audiences outside the organization.

* Data Sharing Protocols and Procedures:

For the District Assembly to manage the exchange of data with other external parties, including other government agencies, non-governmental organizations, and the general public, protocols and procedures for data sharing are essential. The data policy ought to specify precise procedures for: Creating a structured request submission process, approval procedures, and response timeframes for requests for data and implement the act confidentiality.

* Data Visibility (Website/Social Media Handles)

To improve data visibility, the Assembly should make use of digital channels such as its official website and social media accounts.

**Website:** The District Assembly's website ought to act as a focal point for the distribution of data, providing users with access to reports, datasets, and interactive tools through a dedicated data portal. The website should be easy to use, updated frequently, and able to serve a variety of users, from citizens looking for general information to researchers needing specific data.   
**Social media:** The Assembly can announce new reports, ask for public input, and share important data insights on social media. Social media is a dynamic channel for data dissemination because it permits real-time updates.

**(B). Ways of improving the mentioned areas of data curation.**

**Structure of Data Dissemination:**

Centralized Data Repository: Put all pertinent data sources into one place by creating a centralized data repository. This would guarantee that everyone is working with the same data and streamline data access for different departments. Also, create a distinct hierarchy of data access levels according to organizational roles. Senior management, for instance, might have access to private information, but regular employees might only have access to more general data. While guaranteeing pertinent stakeholders have access to the information they require, this structure aids in maintaining data security.

**Format of Data Dissemination:**

Standardized Data Formats: To guarantee uniformity, standardize data formats throughout the Assembly. This could involve following guidelines for producing visual data representations, using particular report templates, and standardizing spreadsheet formats.

Interactive Dashboards: Use interactive dashboards to analyze and report data in real time. These dashboards can give non-technical workers visual insights into complex data, increasing their accessibility.

Training and Resources: Conduct training sessions on tools for data visualization and interpretation. Employees will be able to extract valuable insights by using the data formats more effectively and with greater understanding thanks to this.

**Data Sharing Protocols and Procedures:**

Formalized Data Sharing Agreements: Create official data-sharing contracts with stakeholders and partners outside of the company. The conditions of data use, confidentiality obligations, and any limitations on data distribution should all be spelled out in detail in these agreements.

Automated Data Request System: Establish an automated system to handle requests for data. This system could keep track of requests, approvals, and data sharing statuses, guaranteeing an open and effective process.

Compliance with Legal Standards: Review data-sharing procedures on a regular basis to make sure they abide by all applicable rules and laws, including those pertaining to data protection. This could entail seeking advice from legal professionals to update policies as necessary.

**Data Visibility (Website/Social Media Handles):**

Dedicated Data Portal on the Website: Provide a specific data portal on the company website so that interested parties can quickly obtain datasets, reports, and other pertinent data. Make sure the portal is updated frequently and easy to use.

Enhanced Social Media Presence: Increase the effectiveness of your use of social media by publishing data insights, reports, and updates on a regular basis. This can improve transparency and engage a larger audience.