

# HDPSA Project – Governance & Version-Control Policy

**Project:** Health and Demographic Patterns in South Africa (HDPSA)

**Module:** BIN381 – Business Intelligence

**Team:** Group M

**Responsible Role:** Governance Lead

## Purpose

To establish clear procedures for maintaining version control, authorisation of changes, and compliance with ethical and legal standards (POPIA 2021, Belgium Campus Ethical Research Policy).

## Version-Control Procedures

- All code, data, and documentation are stored in a private **GitHub repository** under /HDPSA-BIN381-main.
- Each milestone branch (M1–M6) requires peer review before merging into main.
- Only the **Project Lead** may approve merges to the main branch once deployment begins.
- Every new model version must be recorded in model\_governance\_log.xlsx with version ID, reviewer, and decision status.
- Code comments and commit messages must include milestone reference numbers (e.g., M5-update-monitoring).

## Change-Approval Workflow

1. **Proposal Submitted:** Contributor requests update (bug fix or retraining).
2. **Review:** At least one peer verifies accuracy and reproducibility.
3. **Approval:** Project Lead authorises merge.
4. **Deployment:** Updated model and documentation published to Power BI Service and/or Shiny App.
5. **Logging:** model\_governance\_log.xlsx updated with version number and rationale.

## Data Privacy & Security

- All datasets are aggregated and anonymised.
- No personal identifiers (names, IDs, GPS) are processed.
- All model outputs comply with **POPIA 2021** and are stored in encrypted Microsoft 365 environments.
- Dashboard access limited to authorised Belgium Campus accounts.

## Audit & Compliance

- Quarterly internal audits confirm model integrity and log accuracy.
- Annual review ensures ethical alignment and governance consistency.
- Documentation archived in Milestone5/Documentation/ with read-only permissions.