**Data Governance Charter**

**Introduction**

***Data Governance*** encompasses the people, processes, and information technology required to create consistent and proper handling of data and understanding of information across the organization, ignoring the boundaries created by organizational structures.

The ***Data Governance Board*** will oversee the execution of the Data Governance Charter and will consist of representatives of the CMO, the City Council and selected Department Heads.

Accountable to the Data Governance Board, each of the City’s Strategic Initiatives under the guidance of the initiative leader will form a ***Data Governance Committee*** to address initiative specific data issues/requirements in the Charter. This will be done in harmony with the guidelines established by the Effective, Transparent Government committee and the other initiatives.

The ***Data Governance Charter*** sets out the broad expectations for implementing Data Governance. Data Governance is a key driver of an Enterprise approach to **Open Data** and **Performance Matters** as pertaining to the Strategic Initiatives of the City.

This Charter forms part of the overall Data Governance framework. Further strategic papers, supporting the implementation and ongoing management of Data Governance, will be developed as part of this Charter.

The Data Governance Charter provides:

* **Vision** encapsulating the aspirational view of what Data Governance will mean for the organization.
* **Mission Statement** highlighting the main purpose of Data Governance
* **Capabilities** that are required to develop Data Governance and Information Management competencies across the organization
* **Responsibilities** in implementing and managing Data Governance

**Vision**

The vision for Data Governance is:

* ***Data is treated as an enterprise-wide asset and is readily available to support community interest as well as evidence-based decision-making and informed action.***

**Mission Statement**

The mission for Data Governance is:

* To undertake a leadership role in the creation, implementation and oversight of the enterprise-wide data management goals, standards, practices and processes aligned with the goals of the organization
* To provide expert advice and support in relation to all aspects of Data Governance including Data Ownership, Data Protection, Data Privacy, Data Usage, Classification and Retention
* To promote Data Governance at an executive and senior management level.

**Capabilities**

Organizational capabilities required to deliver the vision and mission statement for Data Governance include:

**Policies**

* Appropriate protocols for Data Governance are established in the form of best-practice policies, guidelines, procedures and standards.

**Processes**

* Data Governance processes are explicitly defined and documented.

**People**

* All staff understand and have an awareness of Data Management language and principles.
* Relevant staff have the necessary Data Management skills to fulfil their role and to maximize value of information to the organization.
* Users are skilled in using available information in the context of doing their job, based on risk intelligence and informed action.

**Data Asset Management**

* An organizational approach that puts rigor and structure around deriving maximum value from the collections of related Data.
* Identifying the organization’s data assets is an entry point to understanding the context(s) for that data, enabling drill-through to multiple processes which are all supported by same data asset.

**Role and Responsibilities for Data Governance Function**

In support of achieving the Data Governance Vision and Mission Statement, the Data Governance Committees are tasked with the following duties:

* Oversee the creation of a comprehensive inventory of datasets held by each City department which is published to the Open Data Portal and regularly updated;
* Develop and implement a process for guarding against the publishing of potentially sensitive, protected, privileged and/or confidential information;
* Develop and implement a process for prioritizing the release of datasets to the Open Data Portal which takes into account new and existing signals of interest from the public (such as the frequency of FOIL requests), the City's programmatic priorities, existing opportunities for data use in the public interest, and cost;
* Establish processes for publishing datasets to the Open Data Portal, including processes for ensuring that datasets are reviewed for use-appropriate formats, quality, timeliness, and exclusion of protected and sensitive information;
* Develop and oversee a routinely updated, publicly accessible timeline for new dataset publication;
* Cooperatively develop the City’s Data Dictionary which is a collection of names, definitions, and attributes about data elements that are being used or captured in a database, information system, or part of a research project. It describes the meanings and purposes of data elements within the context of a project, and provides guidance on interpretation, accepted meanings and representation. A Data Dictionary also provides metadata about data elements. The metadata included in a Data Dictionary can assist in defining the scope and characteristics of data elements, as well the rules for their usage and application.
* Ensure that access to restricted data is blocked, but make it possible to extract non-protected information from restricted sources and remove any data that represents policy concerns for publication, where feasible;
* Ensure that published datasets are available for bulk download;
* Provide for a future means of digitizing archived material that was in existence prior to the development of the Open Data Program;
* Actively encourage department and public participation by providing regular opportunities for feedback and collaboration;
* Ensure sufficient funding for implementation and support of an open data ecosystem by identifying funding sources for potential expenses, such as new staff, new software, training, and server maintenance;
* Set appropriately ambitious, clear, and firm timelines for implementation to provide motivation for action with benchmarks that can be used as metrics to quantify compliance with this policy;
* Create and explore potential partnerships that bolster efforts related to data release, such as: increasing the availability of open data, identifying citizen priorities for data release, and connecting government information to data held by nonprofits, academic institutions, think tanks, and neighboring governments;
* Work with the Chief Information Officer to develop contract provisions to promote open data policies in technology-related procurements. These provisions will promote the City's open data program, including, when appropriate, requirements to post data to the City's open data portal or to make data available through other means; and
* Cooperatively with all Data Governance Committees, create a data governance standards document that defines: the vision and daily operation of the open data program; the detailed roles and responsibilities of leadership and data liaisons within the program; a method for the identification and prioritization of datasets for publication and continuous updating; and a means for evaluating successes and failures of the open data program