**UNIVERSITY OF CAPE COAST**

**COLLEGE OF HUMANITIES AND LEGAL STUDIES**

**DEPARTMENT OF DATA SCIENCE AND ECONOMIC POLICY**

**DATA CURATION AND MANAGEMENT PLANS**

**ASSIGNMENT 1**

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**COMMENTARY ON DATA POLICY OF HUBTEL COVERING THE FOLLOWING AREAS:**

1. **STRUCTURE OF DATA DISSEMINATION**:

Data at Hubtel is disseminated through several structures. The following are examples of these structures:

* A Centralized Structure: Hubtel has a single source of sharing data that every employee with Hubtel credentials can access. An example is the Hubtel Academy
* A Decentralized Structure: Hubtel works in teams; for every team, data is shared and managed at that level. An example is the various Microsoft Teams groups.l
* Peer to Peer Structures: Individual employees also share data, and this is done through mediums such as e-mails, dial-up calls, or messages.

1. **FORMAT OF DATA DISSEMINATION:**

Data is shared in different formats at Hubtel. In the Hubtel Academy and sometimes YouTube, the most commonly used format is Video. In writings, they could come as memos from the Human Resource office and also messages and designs can be shared in the various teams

1. **DATA SHARING PROTOCOLS AND PROCEDURES:**

An individual willing to share data from outside the organization on a centralized platform or teams platform must first discuss it with the respective functional leaders for approval.

1. **DATA VISIBILITY:**

Data is shared on the company’s website like the Hubtel Academy, their YouTube channel, Microsoft Teams, and e-mails.

B. IMPROVING DATA CURATION

1. Data Standardization.

Data formats, definitions and structures must be standardized to facilitate integration and analysis

1. Data Training and Awareness.

Provide training programs to enhance data literacy among employees and promote a data driven culture within the organization.

1. Establish Data Governance.

Clear policies must be implemented as well as roles and responsibilities for managing data to ensure consistency and accountability.

1. Metadata Management.

Enhance metadata practices to improve data discoverability, understandability and usability