**Glossary terms from module 4**

**Terms and definitions for Course 3, Module 3**

**Administrative metadata:** Metadata that indicates the technical source of a digital asset

**CSV (comma-separated values) file:** A delimited text file that uses a comma to separate values

**Data governance:** A process for ensuring the formal management of a company’s data assets

**Descriptive metadata:** Metadata that describes a piece of data and can be used to identify it at a later point in time

**Foreign key:** A field within a database table that is a primary key in another table (Refer to primary key)

**FROM:** The section of a query that indicates where the selected data comes from

**Geolocation:** The geographical location of a person or device by means of digital information

**Metadata:** Data about data

**Metadata repository:** A database created to store metadata

**Naming conventions:** Consistent guidelines that describe the content, creation date, and version of a file in its name

**Normalized database:** A database in which only related data is stored in each table

**Notebook:** An interactive, editable programming environment for creating data reports and showcasing data skills

**Primary key:** An identifier in a database that references a column in which each value is unique (Refer to foreign key)

**Redundancy:** When the same piece of data is stored in two or more places

**Schema:** A way of describing how something, such as data, is organized

**SELECT:** The section of a query that indicates the subset of a dataset

**Structural metadata:** Metadata that indicates how a piece of data is organized and whether it is part of one or more than one data collection

**WHERE:** The section of a querythat specifies criteria that the requested data must meet

**World Health Organization:** An organization whose primary role is to direct and coordinate international health within the United Nations system