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Excel Data Project 1

Assignment 1

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**1.Data Policies and Procedures**

When working with data, especially sensitive or proprietary data like "The Wealth of Nations," several policies and guidelines need to be adhered to ensure ethical, legal, and responsible handling of the data. Here are some key policies that should be followed:

1. **Data Protection and Privacy Policies**: Data protection and privacy policies, such as the General Data Protection Regulation (GDPR) in the European Union or the Health Insurance Portability and Accountability Act (HIPAA) in the United States, govern the collection, processing, and storage of personal data. Adhering to these policies ensures that individuals' privacy rights are respected and that sensitive information is handled securely.
2. **Data Security Policies**: Data security policies outline procedures for safeguarding data from unauthorized access, disclosure, alteration, or destruction. This includes implementing measures such as encryption, access controls, and secure storage practices to protect against data breaches and cyber threats.
3. **Ethical Guidelines**: Ethical guidelines dictate the responsible and ethical use of data, including principles of fairness, transparency, accountability, and respect for individuals' rights and dignity. Adhering to ethical guidelines ensures that data analysis is conducted with integrity and does not harm individuals or communities.
4. **Intellectual Property Rights**: Intellectual property rights govern the ownership, use, and distribution of intellectual property, including data sets, research findings, and software. It is important to respect intellectual property rights by obtaining necessary permissions and licenses for using proprietary data and by giving proper attribution to data sources.
5. **Data Governance Policies**: Data governance policies establish frameworks for managing and controlling data assets within an organization. This includes policies for data quality assurance, metadata management, data access and sharing, and compliance with regulatory requirements. Adhering to data governance policies ensures that data is managed effectively and used in a consistent and controlled manner.
6. **Compliance with Regulatory Requirements**: Depending on the nature of the data and the industry sector, there may be specific regulatory requirements that need to be followed. For example, financial data may be subject to regulations such as the Sarbanes-Oxley Act (SOX), while healthcare data may be subject to regulations such as the Health Insurance Portability and Accountability Act (HIPAA). Compliance with regulatory requirements ensures legal compliance and avoids potential penalties or liabilities.

As a data analyst, it is important to be aware of these rules and policies for several reasons:

1. **Legal Compliance**: Adhering to data policies ensures compliance with relevant laws and regulations, thereby mitigating legal risks and liabilities for both the individual analyst and the organization.
2. **Protection of Sensitive Information**: Following data protection and privacy policies helps protect sensitive information and individuals' privacy rights, maintaining trust and credibility with data subjects and stakeholders.
3. **Maintaining Data Integrity**: Ethical guidelines and data governance policies help maintain data integrity and reliability by promoting transparent and responsible data practices, which is essential for producing accurate and trustworthy analysis outcomes.
4. **Preserving Organizational Reputation**: Adhering to data policies and ethical standards helps preserve the organization's reputation and brand image by demonstrating a commitment to ethical conduct and responsible data stewardship.
5. **Ensuring Data Security**: Compliance with data security policies helps safeguard data from unauthorized access, breaches, and cyber threats, reducing the risk of data loss or compromise.

Overall, awareness and adherence to data policies are essential for conducting ethical, legal, and responsible data analysis, ensuring the protection of individuals' rights, data integrity, and organizational compliance.

2. Excel -Second Task

**GDP Tasks**

1. Set a password to protect the workbook

A screenshot of a computer screen

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2. Highlight column C and change the data to display in British Pound symbol

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3. Turn the GDP sheet into a table.

A screenshot of a table

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4. Filter the table to display only the information for 2019

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5. Next create a chart that will only display the following data ‘Rank, Country and GDP - per capita (PPP). The chart can be anything as long as it is suitable.

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6.Next create a new Bar chart to display the 20 highest ranking countries from your sort and then move the chart to be underneath the table.

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3. Tableau – Third task

1) Import data

2) Set relationships:

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3) Check data types.

4) Build charts

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Top 20 highest ranking countries.

5) Build your dashboard.

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<https://public.tableau.com/app/profile/yamini.reddy1145/viz/Top20countriesWealth-Assignment1New/Dashboard1?publish=yes>