

Data Principles

| | |
|-------------------------------------|--|
| Version | 1.1 |
| TRIM file number | - |
| Short description | Provides a description of the data principles to be applied in the capture and management of data (assets) within the organisation. |
| Relevant to | Officers who have a responsibility in the planning, identification, definition, capture or management of data (assets). |
| Authority | These data principles have been approved by the CSU Data Governance Committee (DGC) |
| Responsible officer | Information Architect |
| Responsible office | Enterprise Architecture & Liaison, Division of Information Technology |
| Date introduced | September 2010 |
| Date(s) modified | March 2011 |
| Next scheduled review date | To be determined. |
| Related University documents | CSU Enterprise Architecture Principles CSU Data Principles Rationale CSU Data Standards Records Management Policy Digital Records Policy |
| Related legislation | State Records Act 1998 (NSW) Privacy Act |
| Key words | data, principles, standards, data architecture, guidelines, rules |

Principles

The following data principles are in conjunction with other principle sets within the enterprise architecture domain, including integration, technology and application principles.

For a more detailed description of the principles including rationale, reference *CSU Data Principles Rationale*.

| | |
|--------------------------------------|---|
| Data Determined by Business Needs | Data captured and used within the organisation is determined by strategic and operational business needs. The ability to articulate explicitly the business requirement, context and purpose is essential to determining the required data. |
| Right Data Captured, Right Data Used | The task is to accurately match context, description & purpose of a business requirement (i.e. the data question) to a data element that is available or to be created in order to capture the required data. Inappropriate or inadequate data matching will become liabilities or distractions to the organisation, and not the realisation of data assets. |
| Data is an Enterprise Asset | Data is a valuable corporate resource; it has real, measurable value. Most corporate assets are carefully selected, managed and funded, data is no exception. Data assets are to provide maximum benefit to the enterprise as a whole. However, this principle will not preclude any specific or specialist data requirements. |
| Authoritative Source | University data will have an identified authoritative source of truth. The authoritative source is generally identified through the business process that initially captures the data or with reference to a particular context within the lifecycle of the data asset or business deliverable (service or product). |
| Data is shared | <p>Users have access to the data necessary to perform their duties, therefore data is shared across enterprise functions and Organisational Units. Data is captured once and used many times.</p> <p>Open sharing of data and the release of data must be balanced against the need to restrict the availability of classified, proprietary, and sensitive data. This principle of data sharing will continually need to reference the principle of data security. Under no circumstances will the data sharing principle cause private or confidential data to be compromised.</p> |
| Data Security | The security requirements for each data asset or set is classified and implemented in accordance to the defined purpose of use and associated policies or legislative requirements. |
| Governance | To ensure data capture, management, and use is aligned with business operational, strategic, and legislative requirements, effective clear responsibilities, accountabilities, controls and coordinating mechanisms or processes must be in place. |
| Common Data Definitions & Vocabulary | To provide an enterprise name and description of data assets in order to support a consistent, common understanding of the data, and aid communication across the organization and from various perspectives. |

Glossary

Asset

A useful or valuable thing, an advantage or resource: that is owned by the organisation.

Authoritative Source

This is the agreed source of the data to be shared. The authoritative source is generally an information system/application. The description of an authoritative source includes the application name, the precise specification of the data location or identification element within its structure and application custodian. The authoritative source is deemed a reliable and credible source of truth that captures and maintains the particular organisational data in accordance to specific business context and the associated rules and operational requirements.

Data

The components of information. The raw facts or figures before interpretation into information. For example: firstname, surname, date of birth, item cost, etc.

Data Asset

An alternative description for enterprise data used to reflect the value and importance of data to the organization. Depending on the context for which the term is used, it may be a single data element eg. as captured in a database field, or it could be a set of data elements that collectively describe an object or thing (entity).

Data Attribute

A single piece of data that describes an aspect of an object or thing (entity), such as student firstname, student surname, subject number. Also is referred to as a *Master Data Attribute or field*.

Data Element

An alternative term for a 'data asset' that refers to a single piece of data.

Data Entity

An 'object or thing' that is of importance to the organization eg. Student, Staff, Subject Enrolment. Also is referred to as a *Master Data Entity*.

Data Custodian

Each enterprise master data attribute has a trustee accountable for data quality, availability and security according to relevant University business requirements, policy and legislative compliance. A more detailed description of the responsibilities of a Data Custodian and data governance is currently under review, with a reference link available soon.

Data Set

An alternative term for a 'data asset' that refers to a particular grouping of individual pieces of data.

Enterprise Data

All data used by CSU business is considered enterprise.

Table of amendments

| Version number | Date | Short description of amendment |
|----------------|------------|--------------------------------|
| 1.1 | March 2011 | Amendment to Glossary. |
| | | |
| | | |