

Data Stewardship Policy

Date of Origin: 14 September 2006

Date of Revision: 5 December 2006

Policy

1. **The ICC Executive Committee has responsibility for the data assets of the Church:**
 - a. The ICC Executive Committee, under the direction of the First Presidency, makes the final determination in all data stewardship decisions. Data stewards are accountable to the ICC Executive Committee for their data stewardship responsibilities.
 - b. The CIO represents the ICC Executive Committee and is authorized to make routine decisions on the Committee's behalf. His decisions may be appealed to Executive Committees or Councils.
2. **Data Stewards are accountable to the CIO and ICC Executive Committee with regard to their data stewardship responsibilities, which include:**
 - a. Ensure proper access to and use of the data.
 - b. Ensure the quality, completeness, and accuracy of the data.
 - c. Provide descriptions, classifications, and handling requirements of the data. (See [Information Classification and Handling Policy](#))

Reason for Policy

Data Stewardship is a vital component in securing and managing the digital assets of the Church. There needs to be clear understanding of how stewardship assignments are made and clarity regarding the roles and responsibilities of assigned stewards.

Results Measurement and Reporting

All core data elements of the church should have a corresponding data steward. Our success with data stewardship assignments will be based on the accuracy and completeness of that information.

To ensure proper access and use of the data we will measure success by comparing literal access to core data elements against authorized access. Authorized access is determined by having a Data Sharing Agreements (DSA) authorizing access.

Quality, completeness, and accuracy of the data will be measured and reported on by the assigned data stewards.

Descriptions and classifications of the data will be measured and reported on by the assigned data stewards.

Policy Source

This policy is issued under the authority of the Information and Communications Committee and applies Church-wide. Inquiries concerning this policy should be directed to the Office of the CIO or to the Policy Steward. Approval Minute Entry ICCX 06-914-3. Amended by CIO on 5 December 2006— second sentence in policy statement #1b added, policy statement #2 added, adjustments made to policy placement and presentation.

The Policy Applies to These Roles

- CIO
- Managing Director
- Director
- Controller
- Enterprise Information Management (EIM) Team
- Employees, contractors, and Church Service missionaries

- Program Manager
- Product Manager
- Data Steward

These Roles Administer the Policy

- CIO
- Managing Director
- Data Steward
- Enterprise Information Management (EIM) Team

Processes and procedures

- The Enterprise Information Management (EIM) Team, namely the Information Governance Manager, will facilitate data stewardship and data sharing processes. The EIM team has defined milestones of the data authorization process and is tracking dates to ensure that the process is fast and on-time.
- The process for ensuring the quality, completeness, and accuracy of the data has not yet been established. This process will be facilitated by the EIM team and owned by the data stewards.
- The process for updating classifications and descriptions of the data has not yet been established. This process will be facilitated by the EIM team and owned by the data stewards.
- Once data stewardship has been designated to a department, the department's Managing Director assigns specific stewardship responsibilities. These assignments are documented and distributed among key stakeholders.
- For particular issues, as needed, key data stewards are organized in working groups led by the CIO who submits proposals to the ICC Executive Committee.
- All decisions made by the ICC Executive Committee and the CIO are documented and distributed among key stakeholders.

References

[Information Classification and Handling Policy](#)

Policy Steward

David Wright