Information Leader induction

Data Strategy & Governance - ITS

Handbook **content**

- Context
- Roles and responsibilities
- Information domains
- What to expect
- About us

Objective

To provide an introduction to data governance at UQ, and an overview of your responsibilities as an Information Leader.

Context

UQ's **data transformation** journey

"UQ's information is a **core strategic asset** that can be leveraged to deliver value. As the quantity and value of data grows, IT must continue to **develop a modern and proactive information management capability**.

In the **next three years**, our information management approach must ensure the **quality**, **reliability** and **integrity** of UQ's information, so that it can be **appropriately used** to **gain insights**, **make decisions** and **deliver value** for the University."

Daily life at UQ is increasingly data-centric

To maximise this potential, we need high-quality and reliable data. This is why we are continuing to invest in our data capabilities, to ensure it can be used to deliver value to the University, whilst upholding the highest ethical and privacy standards.
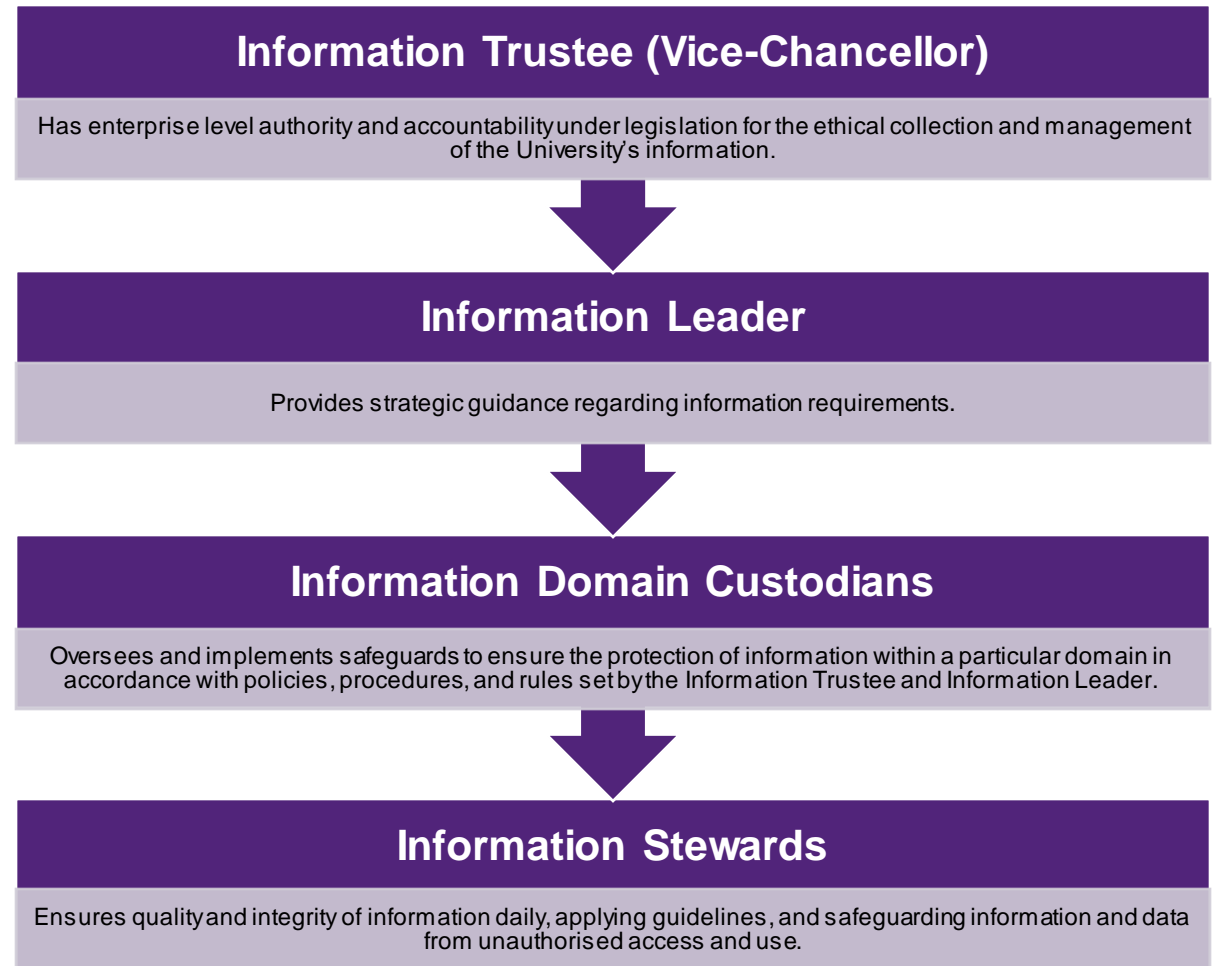
Roles & responsibilities

Decision rights for data at UQ

Data Governance defines the roles and responsibilities, decision rights and controls, and processes used to manage UQ's data and information.

Information Trustee (Vice-Chancellor)

Has enterprise level authority and accountability under legislation for the ethical collection and management of the University's information.

Information Leader

Provides strategic guidance regarding information requirements.

Information Domain Custodians

Oversees and implements safeguards to ensure the protection of information within a particular domain in accordance with policies, procedures, and rules set by the Information Trustee and Information Leader.

Information Stewards

Ensures quality and integrity of information daily, applying guidelines, and safeguarding information and data from unauthorised access and use.

Your role as **Information Leader**

Provides strategic guidance regarding information requirements

Direction

Provide strategic direction regarding governance and use of data.

Champion

Champion data governance and related initiatives to improve quality and security of data.

Culture change

Promote training, awareness and change in behaviours to improve data.

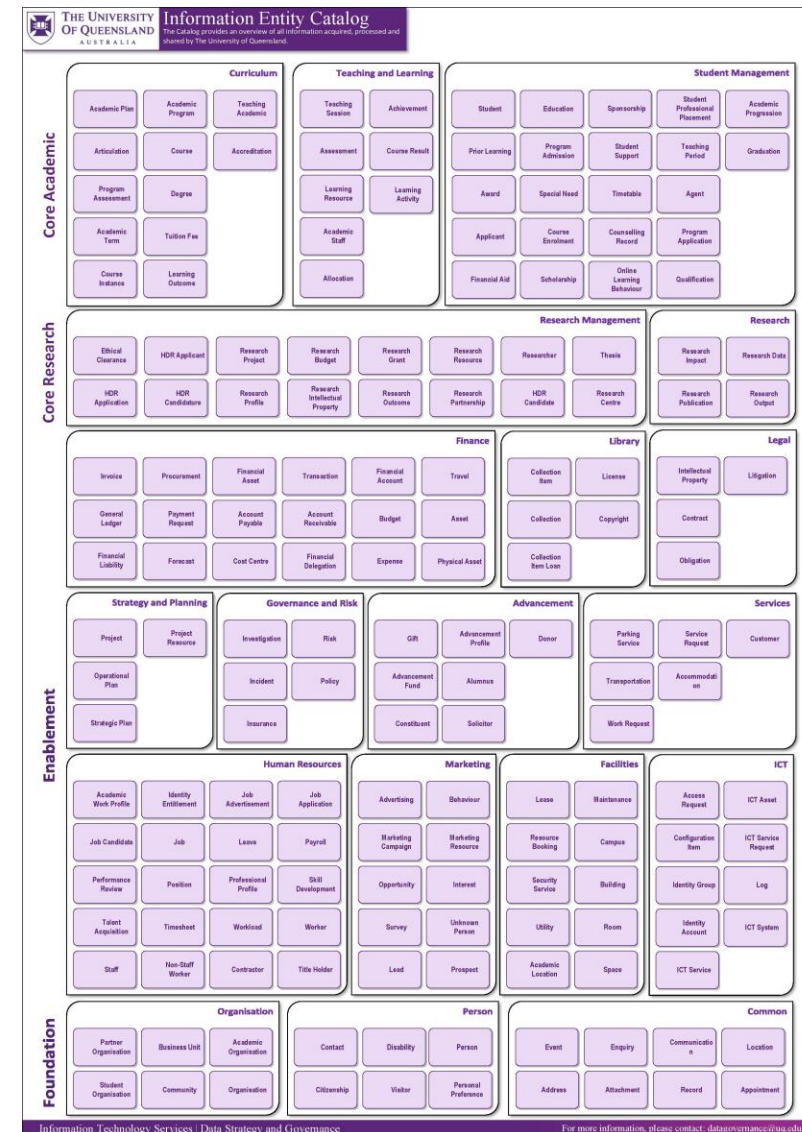**Enable**

Enable a data and digital literate community.

Information Domains

Information **Domain**

UQ manages a vast amount of data and information. To organise and categorise this better, UQ has broken this down into 'information domains'.

An Information Domain is a broad category or theme under which UQ information can be identified and managed.

Endorsing Information Domain Custodians

Although information governance roles should be chosen independently of UQ's organisational structure, the recommendations for Information Domain Custodians of information domains outlined here, will reflect a natural fit to our organisational leadership structure.

Information Domain	Information Domain Custodian
Facilities	Director, Property and Facilities
Finance	Chief Financial Officer
Governance and Risk	Director, Governance and Risk
Human Resources	Chief Human Resources Officer
ICT	Chief Information Officer
Legal	General Counsel
Marketing	Chief Marketing and Communications Officer
Services	Chief Information Officer
Common	Chief Information Officer
Organisation	Chief Information Officer
Person	Chief Information Officer

What to expect

Data modelling

Data models are visual representations of either a whole information system or parts of it to communicate connections between data points and structures. The objective is to illustrate the types of data that is collected, stored, and used within the system, the relationships among these data types, the ways the data can be grouped and organised and its formats and attributes.
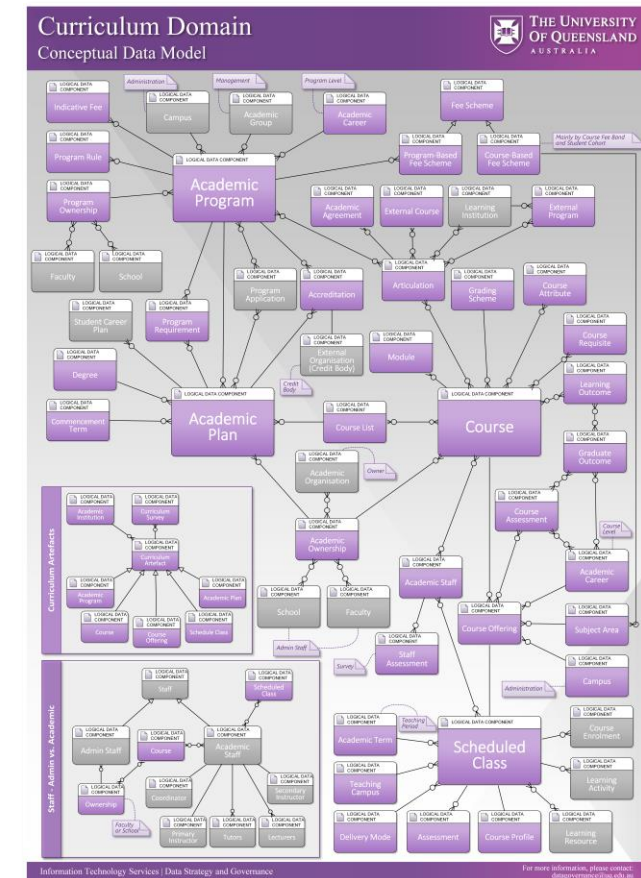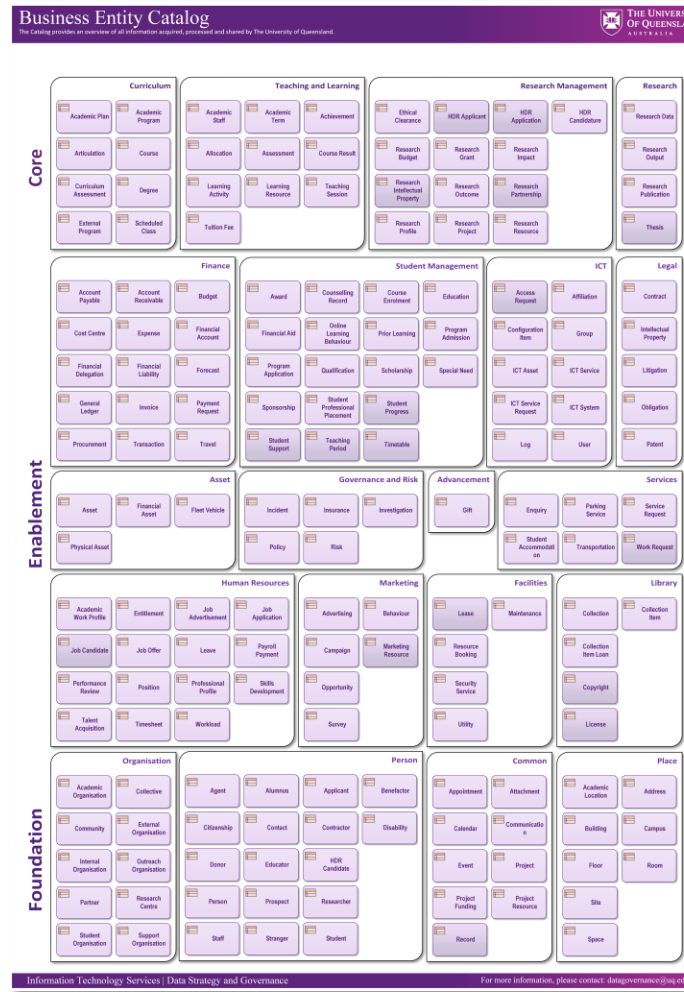
Information security classifications

Information security classifications are designed to categorise UQ's information assets (physical or digital) based on its confidentiality, availability and integrity needs.
A holistic, risk-based approach will consider the impact a compromise to the information asset might have on the University's broader profile.

Was the information created, sent or received as part of your work for UQ?

NO — UNOFFICIAL

YES

Would unauthorised disclosure, modification or destruction of the information reasonably be expected to cause *serious harm* to UQ, another organisation or an individual?

YES — PROTECTED

NO

Would unauthorised disclosure, modification or destruction of the information reasonably be expected to cause *harm* to UQ, another organisation or an individual?

YES — SENSITIVE

NO

Is this information intended to be publicly available?

OFFICIAL - PUBLIC — YES

NO — OFFICIAL - INTERNAL

Data sharing agreements

The Data Sharing Agreement is a form that details requests for UQ data, and is used between Information Consumers (who request the data) and Information Stewards (who review the request for data).

Interview with Dr Greg Winslett,
a regularly user of the Data Sharing Agreements.

Data ethics

Data ethics is concerned with the moral standards applied, and assessments made when working with data.
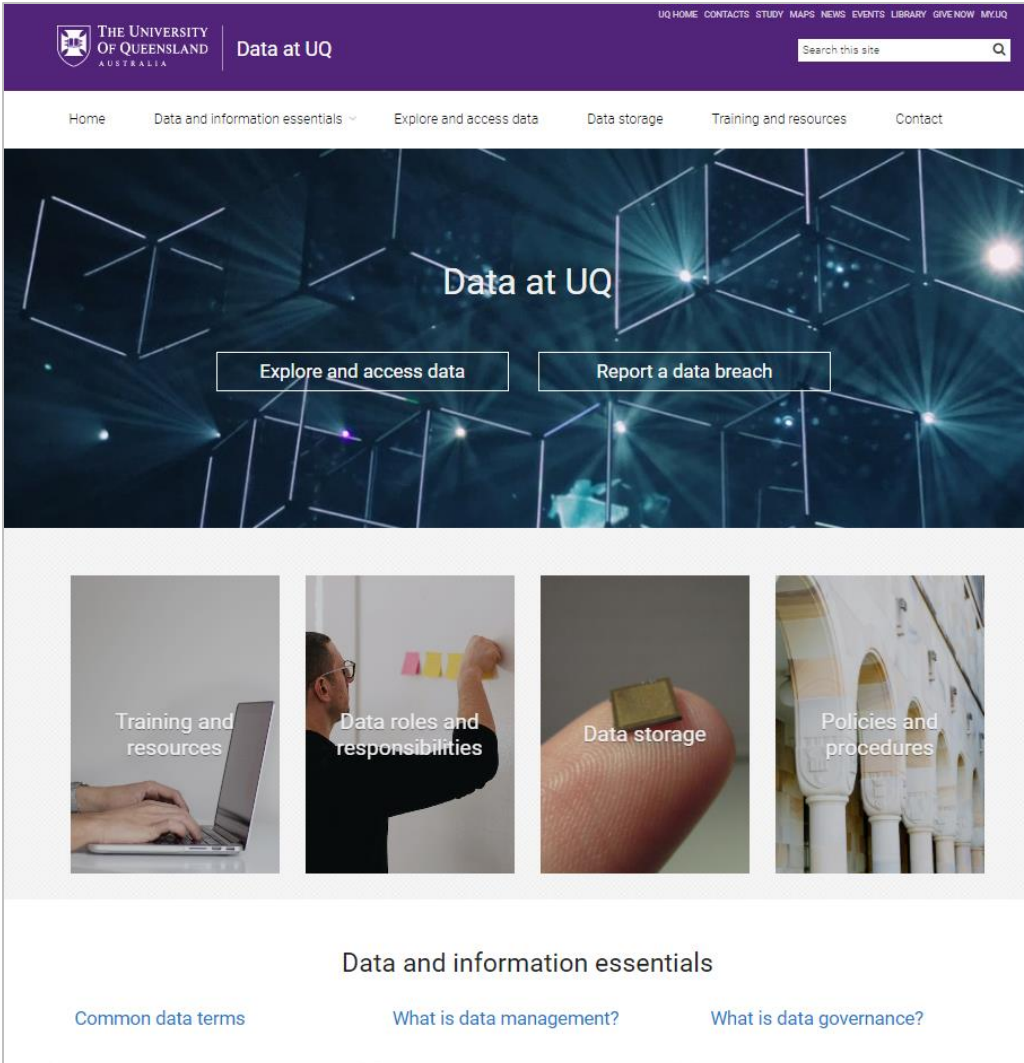
Good data ethics facilitates privacy, transparency, fairness, and that those using the data are following all applicable regulations, and helps the UQ community to feel their data is safe.

Data website

A central location for the UQ community to find information on data and related resources, consequently increasing availability of information, and supporting data literacy in the wider UQ community.

Training

About us

CRICOS

Data Strategy & Governance
Who are we?

Assisting daily operations in UQ's data landscape.

Our goals:

- Responding to regulatory requirements,
- Increasing the discovery, findability, and controlled sharing of data,
- Enable improved management of the increasing volume and variety of data,
- Enhancing information security.

Please reach out for further assistance

datagovernance@uq.edu.au

data.uq.edu.au