Turtle Mountain Community College Data Integrity Policy
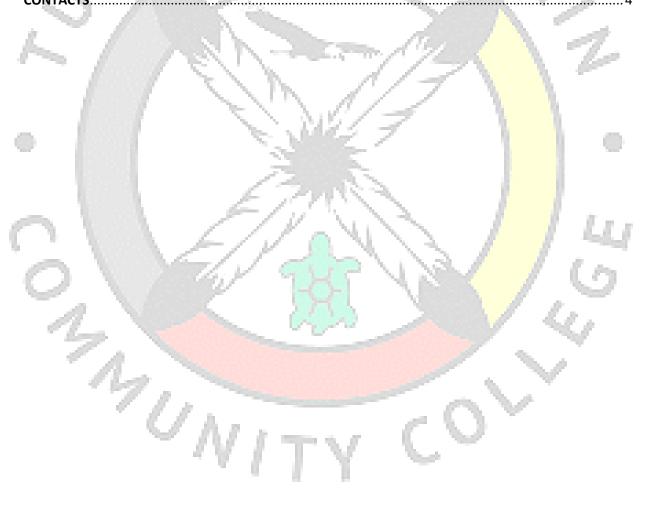
Table of Contents

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Turtle Mountain
Community College

Data Integrity Policy

Purpose

The purpose of this policy is to help ensure that the protection of the College's sensitive data has a high degree of integrity and that key data elements can be integrated across functional units and electronic systems so that College faculty, staff, and management may rely on data for information and decision support.

Data integrity refers to the validity, reliability, and accuracy of data. Data integrity relies on a clear understanding of the business processes underlying the data and the consistent definition of each data element.

Data integration, or the ability of data to be assimilated across information systems, is contingent upon the integrity of data and the development of a data model, corresponding data structures, and domains.

Scope

This policy applies to all Turtle Mountain Community College employees, contractors, vendors, and agents with a college-owned or personal workstation connected to the TMCC network.

Statement of Policy

College data will be consistently interpreted across all college systems according to the best practices agreed upon by the data stewards, and it will have documented values in all TMCC systems. The IT Department will ensure that the needs of users of College data are taken into consideration in the development and modification of data structures, domains, and values. It is the responsibility of each data steward to ensure the correctness of the data values for the elements within their charge.

College data are defined as data that are maintained in support of a functional unit's operation and meet one or more of the following criteria:

1) the data elements are key fields, that is, integration of information requires the data element;
2) the College must ensure the integrity of the data to comply with internal and external administrative reporting requirements, including institutional planning efforts;
3) the data are reported on or used in official administrative college reports;
4) a broad cross section of users requires the data.

It is the responsibility of each to determine which core data elements are part of College data.

Documentation (metadata) on each data element will be maintained within a College repository according to specifications provided by the Data Trustee and informed by the data stewards. These specifications will include both the technical representation/definition of each element, as well as a complete interpretation that explains the meaning of the element and how it is derived and used. The interpretation will include acceptable values for each element, and any special considerations, such as timing within an academic calendar.

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All employees are expected to bring data problems and suggestions for improvements to the attention of the appropriate data steward or the data trustee.

RELATED DOCUMENTS

Information Technology Policies:

The Family Educational Rights and Privacy Act (FERPA):

Data Access Policy

Data Governance Policy

CONTACTS

Data Trustees – jdelossantos@tm.edu, acharette1@tm.edu
Data Stewards – jenzabar_managers@tm.edu
Data Custodians / Security Officers – jdelossantos@tm.edu, mpoitra@tm.edu, cdavis@tm.edu