

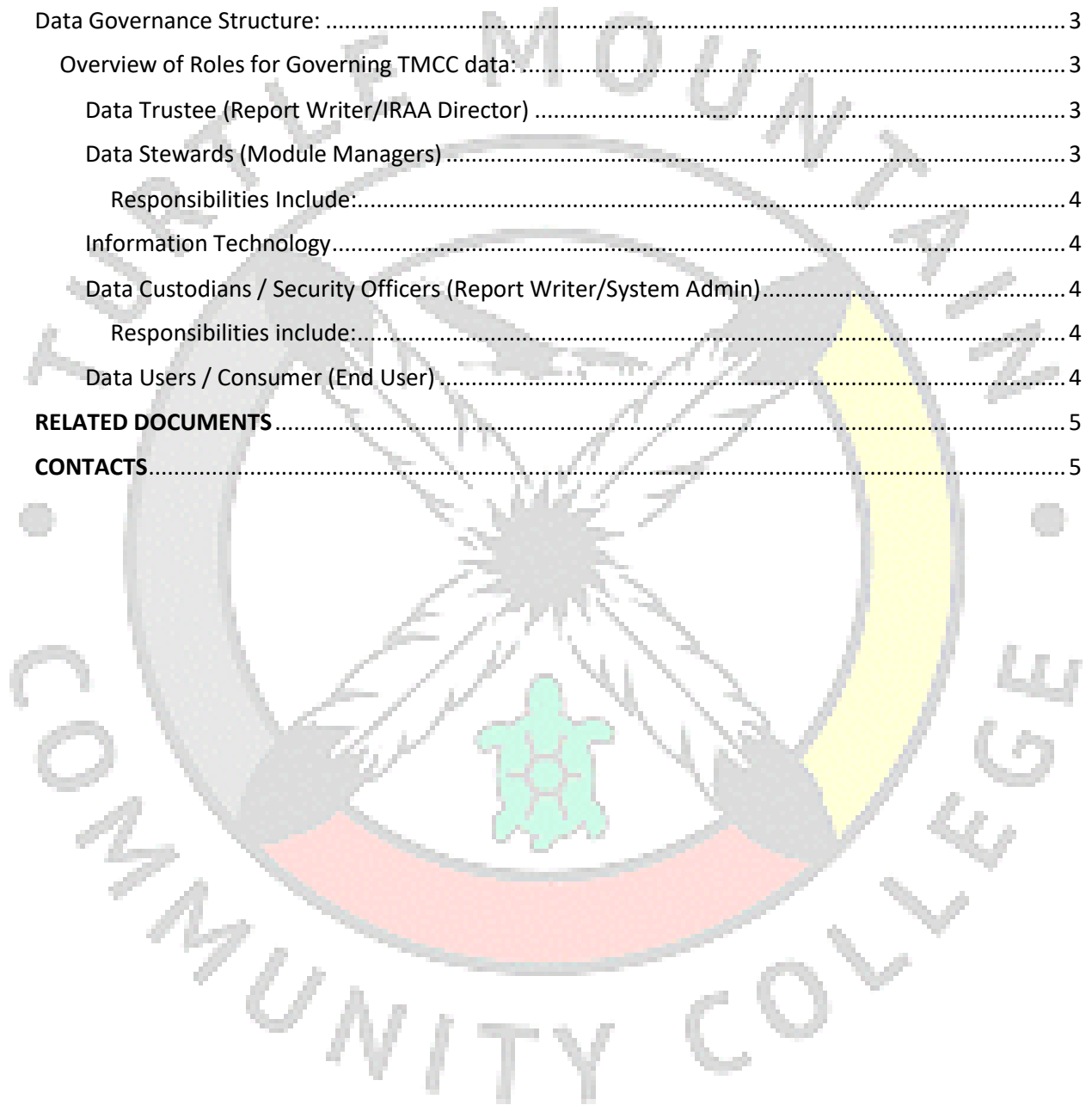
The background features a large, faint watermark of the Turtle Mountain Community College logo. The logo is circular and contains a stylized turtle in the center. The text 'TURTLE MOUNTAIN' is arched across the top, and 'COMMUNITY COLLEGE' is arched across the bottom. There are two dots on either side of the central turtle.

Turtle Mountain Community College Data Governance Policy



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Data Governance Policy

Data Governance Structure:

Data Governance is the practice of making strategic and effective decisions regarding TMCC's information assets. It assumes a philosophy of freedom of access to data by all members of the community with the responsibility to adhere to all policies and all legal constraints that govern that use. In the interest of attaining effective data governance, TMCC applies formal guidelines to manage the information assets and assigns staff to implement them. While TMCC's Data Trustee is assigned a role for oversight for the activities of data governance, this function is shared among the administrators, data stewards, and data users. Data stewards are determined based on their roles in the institution.

Overview of Roles for Governing TMCC data:

The following are general descriptions of the primary roles and responsibilities within Data Governance.

Data Trustee (Report Writer/IRAA Director)

A Data Trustee is accountable for the security, privacy, data definitions, data quality, and compliance to data management policies and standards within their functional areas. The data trustees work with the IT Director to ensure that the appropriate resources (staff, technical infrastructure) are available to support the data needs of the entire college.

The Data Trustee(s) works with the campus community to define a campus wide structure of data stewardship by making explicit the roles and responsibilities associated with data management and compliance monitoring. This individual(s) is responsible for coordinating data policies and procedures in the three primary enterprise data systems - student, finance, and human resources - ensuring representation of the interests of data managers, and key users.

The Data Trustee coordinates the meetings and agendas for the data stewards and provides support to related data management efforts. This individual is also responsible for developing a college culture that supports data governance in areas with critical peripheral databases that exist beyond the major administrative systems.

The Data Trustee(s) works to ensure that all college data are represented within a single logical data model that will be the source for all physical data models.

Data Stewards (Module Managers)

Data stewards are assigned by and accountable to Trustees. Define, implement, and enforce data policies and procedures within their functional area (e.g., student, human resources, institutional research, and financial). Data stewards are responsible for ensuring that the management of individual data sets conforms with relevant college policies and standards.

By understanding the planning needs of the institution, they are able to anticipate how data will be used to meet institutional needs. Data stewards may include the following personnel



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currently in place at TMCC: Admissions Officer, Accounts Payable Accountant, Payroll Accountant, Registrar, Comptroller, Foundation Director, Financial Aid Director, Accounting Specialist III, Data Trustee, HR Manager, IT Director, Lead Info Tech, and the TMCC President/Vice President. Data stewards meet as a group monthly to address a variety of data issues and concerns.

Responsibilities Include:

- Review and approve access to institutional data and student data as allowed by the Family Educational and Privacy Rights Act (FERPA)
- Completing data classification and stewardship training
- Identifying major data systems where data under their responsibility resides
- Assigning Data Custodians for their respective areas
- May assume the duties of the data custodian as appropriate
- Implement established data policies and general administrative data security policies
- Responsible for safeguarding data from unauthorized access and abuse through established procedures and educational programs
- Authorize the use of data within their functional areas and monitor this use to verify appropriate data access

Information Technology

Information Technology staff may be responsible for implementing backup and retention plans, or ensuring proper performance of database software and hardware.

Data Custodians / Security Officers (Report Writer/System Admin)

A data custodian is a college employee who has been assigned operational responsibilities for maintaining technical solutions and/or enforcing access procedures related to Institutional Data (including data maintenance roles). Data custodians often work in teams to document, implement, and monitor operational standards and procedures.

Responsibilities include:

- Maintaining technical solutions and executing procedures in compliance with relevant University policies, standards, and data steward requirements
- Managing Data User access and modification requests as authorized by appropriate Data stewards
- Providing and updating procedures in conjunction with Data stewards and Data Management Group
- Ensuring adequate system backup and system disaster recovery plans

Data Users / Consumer (End User)

Data Users are end users who have been granted access to institutional data in order to perform assigned duties or in fulfillment of assigned roles or functions within the college. This access is granted solely for the conduct of college business.



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RELATED DOCUMENTS

[Information Technology Policies:](#)

[The Family Educational Rights and Privacy Act \(FERPA\):](#)

[Data Integrity Policy](#)

[Data Access 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