Standard Information	
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Approved by:	CNC ITS Leadership
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Administrator Responsible	David Lampron, CIO
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College
of New
Caledonia

CNC

CNC Information Technology Services Data Governance Standard

Policy Statement

To support effective management, CNC ITS data must be accessible, must correctly represent the information intended, and must be easily integrated across CNC's information systems. In order to facilitate this purpose, CNC ITS shall establish a coordinated plan and program for CNC Information Technology implemented and maintained through policies, standards, and procedures.

Purpose / Rationale

The purpose of this document is to develop specific standards and procedures that ensure the college's ITS data meets the criteria within and across CNC's administrative data systems, particularly the student, financial, and human resource systems. This shall be achieved via the following mechanisms:

1. Data classification
2. Metadata
3. Records Life Cycle

Scope / Limits

This standard shall apply to all employees and contractors within CNC ITS who work with data or repositories of data while executing business functions, activities or services for or on behalf of CNC ITS or its customers. This standard shall not apply to Enterprise level data governance or information management at CNC. Policies, Standards, and Procedures may be expanded, or exceptions may be taken as directed by the Policy, Planning and Strategy department.

Principles / Guidelines

The following principles are set forth as minimum standards to govern the appropriate use and management of institutional data:

- ITS data is the property of the College of New Caledonia and shall be ethically managed as a key asset;
- Unnecessary duplication of ITS data is discouraged;
- Quality standards for ITS data shall be defined and monitored;
- ITS data shall be protected;
- ITS data shall be stored in a designated repository;
- ITS data shall be accessible according to defined needs and roles;

- ITS metadata shall be recorded, managed, and utilized;
- ITS representatives shall be held accountable to their roles and responsibilities;
- Necessary maintenance of ITS data shall be defined;
- Resolution of issues related to ITS data shall follow consistent processes; and
- Data stewards are responsible for the subset of data in their charge.

Definitions

Data Classification – process of analyzing structured or unstructured data and organizing it into categories based on file type, contents, and other metadata, as well as defining and documenting the privacy and risk classification of data

Metadata – data that describes data structure, classification, business concepts and technical attributes of data; and

Records Life Cycle – defining a schedule by which ITS data is created or received, maintained, and eventually disposed of or archived. At present this schedule will be determined, by ITS Leadership, except in instances where information management is governed by legislation.

Legislative and Collective Agreement References

BC Colleges and Institutes Act
BC Freedom of Information and Protection of Privacy Act
BC Personal Information Protection and Electronic Documents Act

Other related Policies, Documents and Websites

ISO/IEC 11179 Information Technology – Metadata registries (MDR)
CAN/CGSB-72.34-2017 Electronic Records as Documentary Evidence
CNC Policy AD-CO-4.04 Information Disclosure

Links to CNC Guidelines and Processes which support the Standard

CNC ITS Records Management Guideline
ITS Records Taxonomy and Classification Guideline
ITS Records Quality Management Process

Standard Amendment Log

Amendment Number:	Date:
0	May 10, 2021
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