

# Data Management Roles Directive

Data, Information and Privacy Services Division, and Data, Information and Records Services Branch

Version: 1.0

<b>Approved by:</b> Alberta Records Management Committee / ADM IMT	<b>Owner:</b> Executive Director, Data, Information and Records Services Branch	
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## Directive Statement

This directive outlines:

- some of the key roles required to manage data in the custody and/or under the control of the Government of Alberta departments as an enterprise resource; and
- how the key data management roles and layers interact with one another.

This directive supports the implementation of content management (i.e., data management) requirements detailed in the [Content Management Policy](#).

## Authority

This directive is issued under the authority of the [Government Organization Act](#) and the [Records Management Regulation](#).

Under the Records Management Regulation, Service Alberta has the authority to establish, maintain, and promote the enterprise policies, standards, and procedures for the creation, handling, control, organization, retention, maintenance, security, preservation, disposition, alienation, and destruction of records in the custody and/or under the control of a Government of Alberta department or departments.

## Application and Scope

This directive applies to all departments defined under section 14 of Schedule 11 of the *Government Organization Act* and agencies, boards, and commissions designated in schedule 1 of the [Freedom of Information and Protection of Privacy Regulation](#). Note information subject to the *Health Information Act* (HIA) must be managed in compliance with the HIA; the HIA is paramount to this directive.

Agencies, boards, and commissions that are not designated in schedule 1 of the Freedom of Information and Protection of Privacy Regulation are encouraged to align with this directive.

## Definitions

**Content** encompasses all of the records, data and/or information, regardless of format, state and/or classification (e.g., official, transitory, active, semi-active, inactive, open, closed, etc.) that are part of, or are affected by, a business area's processes.

**Data** refers to facts represented as text, numbers, graphics, images, sounds or video. Data is the raw material required to assemble information or from which information can be derived. Data becomes information by interpretation.

## Directive Specification

1. The Government of Alberta's data is legally the property of the Crown in right of Alberta, with some exceptions (e.g., licensed intellectual property), and must be managed at all times.
2. Under the Content Management Policy, Service Alberta has authority to establish governance bodies/roles to oversee specific aspects of content management as required.
  - 2.1. Recognizing the specialized requirements necessary for the effective management of data as an enterprise and department resource, this directive establishes the following mandatory data management roles and their areas of responsibility:
    - 2.1.1. Data Partnerships Analyst;
    - 2.1.2. Department Data Executive; and

### 2.1.3. Data Steward.

3. All Alberta Public Service staff have an obligation to ensure that data is managed in accordance with established enterprise and department policy instruments.

## Roles and Responsibilities

**NOTE:** The responsibilities detailed in this directive are not comprehensive, and may be expanded in other policy instruments.

### Data Governance Council

This Government of Alberta enterprise body is responsible for:

- providing final approval for data governance items escalated by the Chief Data and Privacy Officer;
- approving a Strategic Organizational road map and goals for data management;
- approving investment or prioritization decisions;
- evaluating and enabling data management maturity; and
- overseeing organizational performance for government data, including risk management and risk tolerance levels.

### Chief Data and Privacy Officer (CDPO)

This Service Alberta enterprise role is responsible for:

- approving enterprise data definitions and governance requirements;
- creating, maintaining, and promoting the Government of Alberta privacy framework;
- maintaining and monitoring the registry of technology solutions that interact with content in the custody and/or under the control of the Government of Alberta;
- directing the activities of Service Alberta's Enterprise Data Management body;
- establishing the Information Management Portfolio Director community of practice;
- establishing the Data Partnerships Analyst community of practice; and
- coordinating and approving data access requests as required.

### Service Alberta Enterprise Data Management

This Service Alberta enterprise body is responsible for:

- supporting the development and maintenance of enterprise requirements for data management;
- conducting regular assessments of the Government of Alberta's maturity with respect to enterprise data management;
- providing regular updates to the CDPO on enterprise data management;
- coordinating the development and maintenance of policy instruments that support compliance with enterprise requirements for data management (e.g., a Data Quality Framework, Data Ethics Framework, etc.);
- supporting cross-government data integration by making departments aware of the data that is available, where the data resides, what the data can be used for, and how the data can be accessed (e.g., managing a semantic layer that contains the descriptive and contextual business language about data contained in data repositories); and
- monitoring and evaluating compliance with enterprise requirements for data management.

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### **Data Partnerships Analyst (DPA)**

This Service Alberta enterprise advisory role is similar to the Information Management Portfolio Director, with a focus on the specific content management requirements and obligations unique to data. This role is responsible for:

- acting as a subject matter expert to advise departments on enterprise requirements for data management;
- supporting the development and implementation of enterprise data management requirements;
- consulting regularly with Information Management Portfolio Directors (IMPDs) and relevant FOIP offices to ensure all content in the custody and/or under the control of the Government of Alberta is managed in alignment with enterprise content management requirements and policy instruments;
- actively participating in a DPA community of practice;
- coordinating departments in shared and/or integrated data environments, systems, and/or applications;
- communicating department data issues to the Service Alberta Enterprise Data Management body; and
- working with departments to facilitate data projects, including projects related to re-use (i.e., data access) and data quality, where appropriate.

### **Department Data Executive**

This department role:

- functions as the information controller responsible for data collections in the custody and/or under the control of a department; and
- is required to interact with enterprise data management bodies and roles (e.g., DPAs and Service Alberta Enterprise Data Management).

Depending on the specific business area requirements, there may be multiple Department Data Executives in a single department.

This role is responsible for:

- satisfying the requirements and obligations of information controllers as detailed in the Information Controller and Information Custodian Directive;
- aligning to enterprise requirements for the management of data;
- leveraging the subject matter expertise of the DPAs as required;
- collaborating with department data users to establish a functional governance program (identifying critical data elements, data access rules, monitoring and improvement options) in accordance with enterprise data management minimum requirements and department requirements;
- facilitating and identifying the appropriate business area resources and/or subject matter experts for data issue resolution; and
- establishing, communicating, and monitoring department requirements for the management of data.

### **Data Stewards**

This department role functions as the information custodian for a data collection; as departments are responsible for multiple data collections, multiple Data Stewards may be required within a department. This role is responsible for:

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- satisfying the requirements and obligations of information custodian as detailed in the Information Controller and Information Custodian Directive;
- working closely with the data producers so that data are entered, modified and deleted in accordance with the data governance policies and standards (e.g., approved records retention and disposition schedules);
- escalating data issues and opportunities to the appropriate Department Data Executive;
- educating and training data users, providing support, and providing data views which facilitate analysis and reporting activities;
- ensuring that data meets enterprise and department requirements for quality, security, and privacy; and
- having a good understanding of the data managed by a business area.

### Compliance

Consequences of non-compliance with this directive could result in the loss of information, damage to Government of Alberta's reputation, exposure of Albertans to harm and/or incurrence of unnecessary costs. Depending on the severity of non-compliance:

- either informal or formal requests and/or follow-ups may be made by Data, Information and Privacy Services Division, Corporate Internal Audit Services, Cybersecurity Services, Office of the Information Privacy Commissioner, and/or Public Service Commission, and
- legislated disciplinary action (i.e., [Public Service Act](#)) may be taken.

### References and Supporting Resources

- [Content Management Policy](#)
- [Data and Information Security Classification Standard](#)
- [Information Controller and Information Custodian Directive](#)
- [Information Controller and Information Custodian Guideline](#)
- [Metadata - Core Content Standard](#)