**Data Governance Group**

**Terms of Reference**

* Maintain and update the University’s Data Governance Policy and oversee the implementation and adherence to the policy
* Assign relevant roles within the Data Governance Policy and ensure that the relevant resources and training are available to role holders
* Receive regular reports of data issues highlighted and the status of these, escalating issues that are not resolved satisfactorily in a timely manner.
* Initiate and oversee the development of a defined and consistent set of procedures for data quality, and a plan to execute those procedures by relevant departments
* Embed good data management practices across the University
* Development of a communications plan to promote understanding of data governance and the benefits of implementing good data governance practices
* Benchmark the University’s practices on data governance against best practice and prioritise actions for improvement
* Oversee implementation of the Student Data Journey Review
* Receive regular reports on strategic projects which have a data aspect (i.e. SRS, BI tool) and provide recommendations for project boards to consider
* Agree standard data definitions, data flows and standard reporting protocols which should be utilised across the University
* Agree an appropriate sign off procedure for external data returns
* Review the University’s current data capability maturity level (in line with the Higher Education Data and Information Improvement Programme – HEDIIP) and agree an action plan to move to the next level
* Develop a University-wide data strategy
* Provide the Audit Committee with assurance in relation to data quality
* Ensuring that the progress of St Mary’s compliance with GDPR legislation moves forward at an appropriate rate
* Receive reports from the Data Protection Officer on data breaches and other related matters
* Receive regular update from the SITS User Group with issues requiring decision or resolution being made by the DGG.

**Reporting lines**

*Reports to:* University Executive Committee and provides updates to the Audit Committee as appropriate

*Receives reports from:* SITS User Group, BI & Reporting Project Board, GDPR Working Group

**Membership**

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| Chair | Chief Operating Officer |
| Data Owners | Director of HR (staff data) |
| Director of Student Operations (student data) |
| PVC Global Engagement (applications data) |
| Dean of Learning & Teaching (programme data) |
| Deputy Provost (research data) |
| Finance Systems Manager (finance data) |
| Director of Estates & Campus Services (estates data) |
| Data Custodian | Chief Information Officer |
| Data Protection Officer | University Secretary |
| Data Governance Oversight | Director of Strategic Planning |
| Data Quality Manager |

**Meeting frequency and attendance**

The DGG will meet at least twice a semester. It is expected that data owners will attend each meeting of the DGG. In the event that they are unable to attend then either the data trustee or data steward will be expected to attend in their place. Each data area must be represented for the meeting to be deemed quorate.