## City of Evanston Data Governance Policy

**Statement of purpose**

**Data Governance Structure**
- **Roles**
  - Governance Team Chair
  - Governance Team
  - Senior Staff
  - Data Steward Working Group

**Data Usage**

**Data Access**

**Data Integrity**
Statement of purpose

The purpose of this data governance policy is to establish and maintain a sustainable pipeline of quality data of and about the City of Evanston that allows internal and external users to:

- Improve efficiency and align data development and sharing with the City of Evanston’s strategic goals and industry standards
- Lower the barrier to accessing quality data
- Increase transparency of City of Evanston programs and projects
Data Governance Structure

The City of Evanston seeks to manage information and related systems as an asset. The City of Evanston’s Data Governance Team will serve as advocates for the organization on data quality and project prioritization with the understanding that they are responsible for data and systems usage, not control. Planning and governance should not be bureaucratic but dynamic, agile, and highly functional to serve the City of Evanston’s overall strategic goals.

The Data Governance Team will meet on a regular basis. The goals of the Data Governance Team are education, review/approval of the policies and procedures document, and prioritization, and review and assist with data projects.

Roles

Governance Team Chair

- Facilitates meetings for Governance Team and Data Stewards Working Group
- Sends out all required documents and agenda before meeting
- Schedules all meetings (including resources and additional functional area representatives)
- Keeps and disseminates collaboration notes

Governance Team

- Creates policies and procedures associated with data management
- Enforces policies and procedures
- Ensures work of data management and Citywide data projects are aligned with the City of Evanston’s strategic goals and industry standards

Senior Staff

- Champions information governance and data governance to broader organization
- Empowers governance team
- Ensures business engagement in IT governance process including identifying data stewards and owners
- Resolves escalated information governance and prioritization issues
- Reviews and approves recommendations from DSWG (data steward working group) regarding terms and definitions, quality standards, and thresholds
Data Stewards

- Subject matter experts in their field, aligned with business units represented in City of Evanston departments
- Reviews issues with data and makes recommendations
- Ensures work is aligned with policies and procedures
- Each steward ensures proper usage, accessibility, and quality of the information within their data domain
- Establishes enterprise-wide standards for data quality and appropriate usage
- Ensures conformity, extensibility, security, and compliance

Data Usage

Another purpose of data governance policy is to ensure that institutional data are not misused, and are used ethically, according to any applicable law, and with due consideration for individual privacy. Use of data depends on the security levels assigned by the department Data Steward.

City of Evanston personnel must access and use data only as required for the performance of their job functions, not for personal gain or for other inappropriate purposes; they must also access and use data according to the security levels assigned to the data. Data usage falls into the categories of update and dissemination.

Authority to update data that is reported as key institutional data shall be granted by the appropriate data steward only to personnel whose job duties specify and require responsibility for data update. This restriction is not to be interpreted as a mandate to limit update authority to members of any specific group or office but should be tempered with Evanston's desire to provide excellent service and transparency to staff, residents, and constituents. Data Stewards shall ensure that adequate internal controls and/or change management procedures are in place to manage 'updates' to key institutional data, their definitions and processes.

Dissemination of data must be controlled in accordance with the security practices set forth by the Data Governance Team. Appropriate use must be considered before sensitive data are distributed. Unauthorized dissemination of data to either internal/external personnel is a violation of this policy.

Data Access

The purpose of the data access policy is to ensure that employees have appropriate access to institutional data and information. While recognizing the City of Evanston’s responsibility for the
security of data, the procedures established to protect that data must not interfere unduly with the efficient conduct of City of Evanston business. This policy applies to all City of Evanston departments and to all uses of institutional data, regardless of the offices or format in which the data reside.

Data Integrity

The integrity of data is important to the City of Evanston. 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.

City of Evanston Data Stewards will be responsible for ensuring the accuracy of data aligned with their department and, if publishable, preparation according to the City of Evanston’s Open Data Policy. The Data Governance Team will review and provide guidance of Citywide data project.