



BLUE RIDGE COMMUNITY AND TECHNICAL COLLEGE DATA POLICY

Guidelines for Administrative Information Resource Management

1.0 Purpose

While all administrative data captured using Blue Ridge Community and Technical College assets are resources of the BRCTC, they vary in their relevance to the administrative processes of the BRCTC. This policy is intended to apply to those data which are critical to the administration of the BRCTC. Most of these data reside in Banner, but some may be maintained in different data base management systems and on different machines. These data, in aggregate, may be thought of as forming a logical data base, which will herein be called the **Administrative BRCTC Data Base (ACDB)**. Regardless of where these data reside, there are some general principles of data management that should be applied in order to maintain the value and guarantee effective use of the information resource.

2.0 Policy

2.1 Information Management Rules

The BRCTC is considered the **data owner** of all BRCTC administrative data. BRCTC officials, such as the Chief Financial Officer, the Director of Enrollment Management, and the Associate Registrar, are responsible for data in their functional areas and are considered **data custodians**. Staff delegated the responsibility for information management activities related to maintenance and dissemination of data are considered **data stewards**. Individuals who have need for BRCTC data in order to perform their assigned duties and are therefore authorized access are considered **data users**. The function of applying formal guidelines and tools to manage the BRCTC's information resource is termed **data administration**. Those data administration activities that do not fall within the realm of responsibility of designated data custodians are the responsibility of the Chief Information Officer.

2.2 Data Included in the ACDB

A data element is considered part of the ACDB and should conform to ACDB standards if it satisfies one or more of the following criteria:

1. It is relevant to planning, managing, operating, or auditing major administrative functions.
2. It is referenced or required for use by more than one organizational unit. Data elements used internally by a single department or office are not typically part of the ACDB.
3. It is included in an official BRCTC administrative report.
4. It is used to derive an element that meets the criteria above.

Data elements, which meet the criteria for inclusion, may be identified as such by a data custodian,

a data steward, IT Services, or a user group. A data custodian should be identified for each data element to be included in the ACDB. IT Services should assist in the negotiations for inclusion and for identification of data custodians.

2.3 Data Capture

The data custodian is responsible for complete, accurate, valid, and timely data capture. These responsibilities may be delegated to data stewards. Electronic data should be captured at or near its creation point as identified by the data custodian.

2.4 Data Storage

Any data element added to the ACDB must be consistent with BRCTC standards. Archiving requirements and strategies for storing historical data should be determined for each data element by the data custodian in conjunction with IT Services.

2.5 Data Validation and Correction

Applications that capture and update ACDB data should incorporate edit and validation checks to assure the accuracy of the data. Any authorized data user can question the accuracy of any element. The data user has the responsibility to help correct the problem by supplying as much detailed information as available. The data custodian or delegated data steward is responsible for responding to questions and correcting inconsistencies if necessary.

Upon written identification and notification of erroneous data, corrective measures should be taken as soon as possible or in accordance with the consensus of the users to:

1. Correct the cause of the erroneous data.
2. Notify users who have received or accessed erroneous data.

2.6 Data Manipulation, Modification, and Reporting

The data custodian is responsible for authorizing manipulation, modification, or reporting of ACDB data elements and for creating derived elements, which are also members of the ACDB. The data custodian is responsible for ensuring that data maintained are consistent with official BRCTC reporting requirements.

The data custodian has ultimate responsibility for proper use of ACDB data; individual data users will be held accountable for their specific uses of the data.

Personnel involved in Institutional Research and Reporting functions will have the authority to analyze/manipulate/report information without the express written permission of the data custodian. Under no circumstances does this give the person permission to modify the data elements in question. It is recommended that IR and Reporting personnel coordinate closely with data custodians. This rule is meant to reduce paperwork, not to override authority.

2.7 Data Security

All ACDB data should be secured and access granted to a data user only for BRCTC business on a "need-to-know" basis and within predefined access rules and security requirements. The data custodian has ultimate responsibility for determining security requirements and authorizing access.

The IT Services Department is responsible for implementing access control upon written request of the data custodian. The data custodian is responsible for documenting authorization procedures. The data custodian is responsible for monitoring and reviewing security implementation and authorized access.

Data custodians are responsible for insuring that data users understand their level of access and their responsibility to maintain the inherent privacy, accessibility, and integrity of the data they are provided.

IT Services is responsible for assuring that data are backed up and recoverable in response to events that compromise data integrity such as system failure, inadvertent faulty manipulation, unauthorized user penetration, or other unforeseen disasters.

2.8 Data Availability

Data Custodians are responsible for providing accessible, meaningful, and timely machine-readable ACDB data for BRCTC use. This activity may be assigned to data stewards or to other BRCTC officials within the predefined access rules and authorization procedures. Data custodians and IT Services share responsibility for ACDB data compatibility, accessibility, and interfaces.

3.0 Definitions

1. **ACDB (Administrative BRCTC Data Base)** is a conceptual term used to identify that body of data critical to BRCTC planning, management, and business operations.
2. **BRCTC** - Blue Ridge Community and Technical College
3. **Data administration** is the function of applying formal guidelines and tools to manage the BRCTC's information resource.
4. **Data custodians** are the BRCTC officials responsible for managing a segment of the BRCTC's information resource.
5. **Data stewards** are staff members delegated the responsibility for data maintenance and data dissemination.
6. **Data users** are individuals who are authorized access to BRCTC data required by them to perform their assigned duties.

I, _____, acknowledge I have received,
read, and understand the Blue Ridge Community and Technical
College Data Policy.

Signature

Date

Print Name

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