Taft College Data Governance Roles and Responsibility

TC Data Governance Roles

1. **Data Owner**
2. **Data Steward**
3. **Data Functional User**
4. **Data custodian**

**Data Owner**

College officials (e.g., vice presidents) or their designees who have policy-level and management responsibility for the security, accuracy, and confidentiality of data within their functional areas. Know or at least be aware of the regulations, policies, laws governing data privacy; understand the business needs and business rules.

**TC Data Owners**

Instruction: Vice President

Student Services: Vice President

Administrative Service: Executive Vice President

Human Resource: Vice President

**Data Steward**

College officials who have direct operational-level responsibility for data access and policy implementation issues. They maintain the integrity of the data establish guidelines or business rules for data input, updating, and cleanup projects within their area. They are usually department managers.

**TC Data Stewards**

The Data Stewards are the persons who hold management positions from each of the areas based on TC Organization Chart (need to be confirmed by Data Owners)

**Data Functional User**

Data Functional User is given access to making certain edits and updates to the data after having thoroughly reviewed all established guidelines. When faced with a challenging data entry judgment call, he or she will defer to the data steward to make a final decision.

**TC Functional User**

Employees who are active in entering, maintaining, auditing, understanding data use within their department and validating data for quality and consistency.
Data Custodian

Data custodians manage the actual data and are typically part of the IT department. They provide a secure infrastructure in support of the data and are mainly responsible for maintaining, archiving, recovering, backing up data, preventing data loss/corruption, etc. This role may provide access per the data owner’s rules, and this role has mastery of a data schema and lineage.

TC Data Custodian

Information Technology Services Staff, Database administrators (DBA), Computer Technicians, and Programmers.