GC-wide framework for enterprise data and information governance (DRAFT)
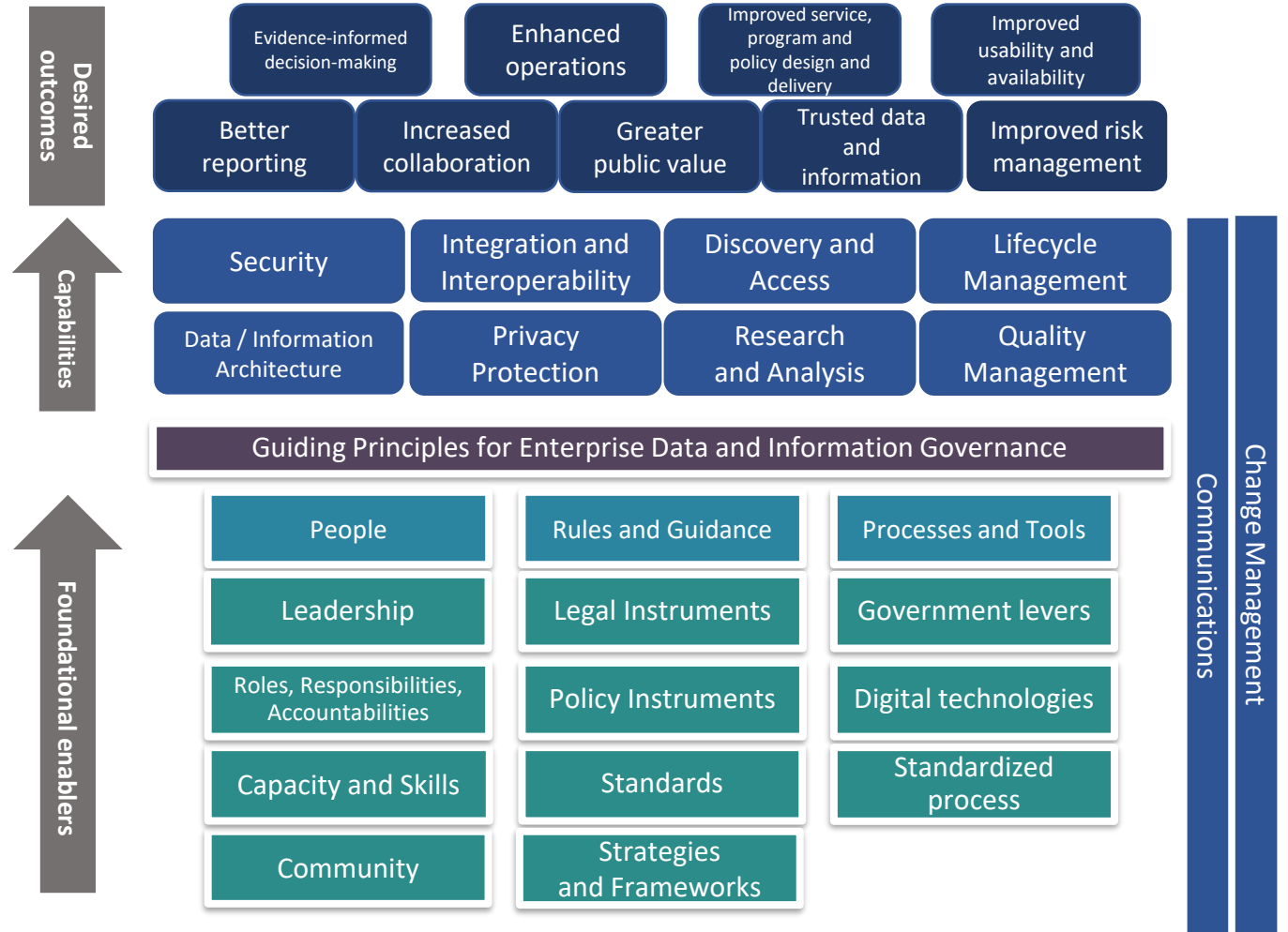
2022-23

A holistic approach to data and information governance

Data and Information Governance: The accountabilities, authorities, responsibilities, roles, rules, tools, and processes through which an organization makes decisions and develops strategies about data and information in order to enable its management, sharing, use, and oversight to support organizational priorities.

The proposed **framework for enterprise-wide data and information governance** identifies key "building blocks" that are needed to establish a holistic approach to governing data and information in the GC.

The framework enables **capabilities** to realize **desired outcomes**.

The building blocks are at different stages of development.

See Annex for definitions of the foundational enablers.

Desired outcomes

Evidence-informed decision-making

Enhanced operations

Improved service, program and policy design and delivery

Improved usability and availability

Better reporting

Increased collaboration

Greater public value

Trusted data and information

Improved risk management

Capabilities

Security

Integration and Interoperability

Discovery and Access

Lifecycle Management

Data / Information Architecture

Privacy Protection

Research and Analysis

Quality Management

Guiding Principles for Enterprise Data and Information Governance

Foundational enablers

People

Rules and Guidance

Processes and Tools

Leadership

Legal Instruments

Government levers

Roles, Responsibilities, Accountabilities

Policy Instruments

Digital technologies

Capacity and Skills

Standards

Standardized process

Community

Strategies and Frameworks

Change Management

Communications

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Guiding Principles for Enterprise Data and Information Governance

The Guiding Principles are foundational **values and concepts** that inform and support **decision-making** and **strategy** within the scope of the GC-wide framework for enterprise data and information governance.

- Treat data and information as strategic assets
- Define clear accountabilities for stewardship and use
- Optimize data and information quality
- Promote ethical and trusted practices
- Foster design for openness and transparency
- Safeguard privacy and security
- Enable discovery and manage access
- Enable interoperability and facilitate reuse
- Ensure that practices are driven by business needs
- Adopt a lifecycle management approach
- Develop and support capacity across the workforce
- Adopt inclusive practices

See Annex for definitions of the guiding principles.

Annex

GC-wide framework for data and information governance: definitions

Data and Information Governance: The accountabilities, authorities, responsibilities, roles, rules, tools, and processes through which an organization makes decisions and develops strategies about data and information in order to enable its management, sharing, use, and oversight to support organizational priorities.

Guiding Principles: Foundational values and concepts that inform and support decision-making and strategy within the scope of the data and information governance framework.

People: Individuals and bodies who advise on or undertake data and information governance and stewardship activities across all levels of the organization.

Leadership: Practice to set the vision for, make decisions about, and equip the organization to deliver data and information governance in the federal government.

Roles, Responsibilities, and Accountabilities: The duties and obligations undertaken by individuals and bodies to support data and information governance across the federal government.

Capacity and Skills: The awareness, skills, competencies, and tools that enable public servants to govern data and information in the federal government.

GC-wide framework for data and information governance: definitions

Community: Groups and individuals involved or interested in data and information governance and stewardship including the federal, provincial, territorial, or other level of government in Canada; private sector; academia; civil society; international organizations; or public sectors in other jurisdictions.

Rules and Guidance: Formal or informal prescriptions concerning data and information governance, including policy, legislation, standards, regulation, and guidelines.

Legal Instruments: Legislation passed by Canada's parliament, regulatory measures approved by the Governor-in-Council, and international legal instruments that establish or inform the legal framework for data and information governance in the federal government.

Policy Instruments: Mandatory or non-mandatory federal, national, or international measures that establish or support governance frameworks, accountabilities, and processes for horizontal data and information issues, including, but not limited to, Treasury Board policy instruments.

Standards: A set of documented rules or guidelines that enable consistent and repeatable description, representation, structuring, and sharing of data and information.

Strategies and Frameworks - Documents which define the vision, fundamental components and plan of action for data and information governance in the federal government.

GC-wide framework for data and information governance: definitions

Processes and Tools: Common and repeatable actions and digital technologies which support and enable implementation of and reporting on data and information governance in the federal government.

Government Levers: Established processes within the federal government for seeking authorities and approvals, providing oversight, and supporting reporting on outcomes.

Digital Technologies: Information technology (IT) infrastructure and software capabilities that enable and support horizontal data and information governance activities.

Standardized Process: Common and repeatable activities that are developed, documented, and maintained to support horizontal data and information governance.

Communications: Mechanisms promoting transparency to the public on the government's management and use of data and information, as well as effective intra- and inter-governmental communication[1].

Change Management: Initiatives to support and drive change across the organization.

[1]Definition of communication adapted from the Report to the Clerk of the Privy Council: A Data Strategy Roadmap for the Federal Public Service

Guiding Principles for Enterprise Data and Information Governance - definitions

Treat data and information as strategic assets

Build considerations of data and information into the design, planning, and delivery of government initiatives as well as the governance processes and operations enabling them.

Define clear accountabilities for stewardship and use

Ensure clearly defined roles and responsibilities for the stewardship and use of data and information across the organization including at executive, strategic, tactical, operational and support levels.

Optimize data and information quality

Ensure that data and information are managed to be fit for purpose throughout their lifecycle, in alignment with GC guidance and standards.

Promote ethical and trusted practices

Ensure that data and information are ethically, legally and sustainably collected, managed, used, and shared in a way that respects human rights obligations and minimizes bias.

Foster design for openness and transparency

Plan to maximize the release of open data and information, prioritizing the release of high value datasets unless there are legitimate privacy or security risks, or ownership considerations. Ensure that collection, management, sharing and use practices are collaborative, participatory, and transparent.

Safeguard privacy and security

Safeguard data and information in accordance with applicable privacy, security, and other policy and legislation, and in a way that fosters public trust in the government.

Guiding Principles for Enterprise Data and Information Governance - definitions

Enable discovery and manage access	Understand what data and information you have and ensure that they are easy to find and obtain for authorized users and public stakeholders, in a way that reduces redundant collection and enables reuse without compromising privacy and security.
Enable interoperability and facilitate reuse	Align to federal or international standards to allow for the effective sharing and reuse of data and information among organizations, jurisdictions, and public stakeholders. Collect data and information once, reusing as appropriate, in support of service delivery and decision-making. Publish in plain language and machine-readable formats.
Ensure that practices are driven by business needs	Ensure that data and information needs, decisions, tools, and approaches are adaptive and driven by business objectives, desired outcomes, and user input.
Adopt a lifecycle management approach	Plan and invest in a lifecycle approach to data and information management, ensuring that processes, metrics, and frameworks are in place from design, through collection (or creation), to disposition in alignment with enterprise standards and relevant policy and legislation.
Develop and support capacity across the workforce	Build data and information literacy, foster collaboration, and raise awareness of the value of data and information across the organization and to the public.
Adopt inclusive practices	Ensure that data and information and associated rules, processes, and tools respond to evolving needs and circumstances and leverage the GBA+ process to foster inclusion. This includes planning to collect and share data and information in a way that enables disaggregation while respecting privacy, accessibility, and official languages requirements.

Questions?

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