



# ISED DATA STANDARDS MANUAL

## WHY ARE DATA STANDARDS NEEDED?

Data standards ensure data quality, integrity, accuracy and consistency across different data assets and support data interoperability. Data standards are the key to improved reporting.



## ISED DATA STANDARDS MANUAL

The Manual outlines 65 data standards for adoption across ISED. They were developed through consultations with programs. The standards in this manual cover a range of concepts, including business identifiers, business characteristics, diversity and inclusion, consent, and more. A governed exemption process is available if a business line or sector is unable to adhere to any of the following Data Standards in the Manual.

Target audiences for this Manual include:

- Departmental Data Steward Network and Business Lines for awareness and implementation
- Governance/Executive Committees for an understanding of requirements and accountabilities for implementation
- IT Enablers for implementation within existing systems and during net new development

### THE MANUAL IS ORGANIZED IN CATEGORIES:

- **Organization**
  - Business Number
  - Operating Name
  - Delegate Type
  - Organization Led, Owned or Majority Owned by EDI group(s)
  - Project data standards
- **Individual**
  - Individual identifying info
  - Consent or user agreement
  - Equity deserving groups
- **General**
  - Standards common to Individual and Organization (e.g., telephone number)

## DATA STANDARDS IMPLEMENTATION

A streamlined implementation has begun focussing on specific data standards for business identifiers in ISED's client relationship management tool. This Data Enablement Initiative combines data standards implementation with the use of data quality tools to improve and enrich ISED's data.

## BY ADOPTING DATA STANDARDS ACROSS ALL PROGRAMS, WE AIM TO ACHIEVE...



Single window to all the businesses which ISED supports



ISED can conduct deeper analysis on businesses receiving or applying for support



Provide client recommendations to enhance their journey



Reduced effort to report on ISED's interactions with a given business



ISED demonstrates alignment to the renewed GC Data Strategy and digital ambition



Tailor services to increase uptake



Information previously collected by ISED and beyond is leveraged by ISED Programs to better know their clients/applicants



Better track data with or without the Business Number



Reduce time and effort spent gathering information



Decreased time and effort spent on assessments