


Name of Policy: Institutional data governance committee Policy Number: 3364- Approving Officer: President Responsible Agent: Vice President, CIO/CTO Scope: All University of Toledo organizational units working with institutional data		 Effective date: Original effective date:	
Key words: Data, governance, standards, integrity, access, stewardship, management			
<input checked="" type="checkbox"/>	New policy proposal	<input type="checkbox"/>	Minor/technical revision of existing policy
<input type="checkbox"/>	Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy

(A) Policy statement

Institutional data are valuable assets that support the University of Toledo’s (UToledo) mission to educate students and to create and advance knowledge. “Institutional data” refers to collections of data elements essential for the strategic operations, planning, or management of any unit at UToledo, or data that are reported or used in official administrative reports. Well-managed oversight and governance of institutional data ensure the most effective and strategic use of the data.

(B) Purpose of policy

The purpose of this policy is to:

- (1) Establish a Data Governance Committee;
- (2) Describe the authority and responsibilities of the Data Governance Committee;
- (3) Improve the integrity of data, resulting in greater accuracy, timeliness, and quality of information for reporting and decision making.

(C) Scope

- (1) This policy governs administrative, academic, and student data managed by the university. It applies to data collected, stored, or processed within university-owned systems, including but not limited to:
 - (a) Student records (e.g., enrollment, academic performance, financial aid)
 - (b) Employee records

- (c) Financial and budgetary data (excluding data from affiliated foundations)
- (d) Facilities and campus operations data
- (2) Adherence to Data Governance standards and procedures is required by all users of the University of Toledo's Institutional Data, including, but not limited to:
 - (a) All employees at all campuses and locations whose job responsibilities include entering, maintaining, retrieving, reporting, and/or analyzing institutional data.
 - (b) University affiliates, consultants, and other third-party contractual partners.
- (3) This policy does not apply to:
 - (a) Protected Health Information – Data collected, stored, or managed by the university's HIPAA designated components and health plan to the extent governed by HIPAA. "HIPAA" means, collectively, the Health Insurance Portability and Accountability Act of 1996 (PL 104-91) and regulations enacted by the Department of Health and Human Services at 45 CFR Parts 142 and 160-164, as amended by the Health Information Technology for Economic and Clinical Health Act ("HITECH Act")
 - (b) Research, Scientific, and Scholarly Data – Any data produced, collected, or maintained as part of research, clinical trials, or faculty-led studies, including data governed by IRB protocols, federal funding agencies, or other external agreements.
 - (c) Instructional materials and notes - educational resources and documents that support teaching and learning, including textbooks, lecture notes, presentations, handouts, online resources, and other content designed to facilitate students' understanding of a subject.
 - (d) Intellectual property - creations resulting from intellectual or artistic activity such as inventions, literary and artistic works, designs, symbols, names, and images.
 - (e) Affiliated Organizations – Data owned and operated by legally separate entities affiliated with the university, including but not limited to:
 - (i) University-affiliated foundations and fundraising organizations
 - (ii) Campus police department records and criminal justice data
 - (iii) Any third-party or contractual partners

(D) Data Governance Committee Composition and Authority

(1) Committee Composition. The Data Governance Committee is a standing committee appointed by the Chief Information & Technology Officer, chaired by the Sr. Director of Enterprise Business Systems and the Assistant Vice Provost for Institutional Research and is composed of a multidisciplinary team of UToledo administrators and staff from various

departments with responsibility for Institutional Data. In addition to committee members, data custodians may attend committee meetings to provide information to the committee but are not voting members.

(2) Authority. The Data Governance Committee has the authority to assign data stewardship responsibilities and to set required rules, standards, and procedures regarding the consistent and appropriate collection, recording, and use of institutional data across UToledo administrative data systems.

The committee meets [on a regular basis, typically monthly, as determined by the committee chair].

(E) Related policies include but are not limited to:

[3364-65-01 Responsible technology use policy](#)

[3364-65-02 Information security and technology administrative safeguards policy](#)

[3364-65-03 Technology physical safeguards](#)

[3364-65-04 Security access safeguards](#)

[3364-65-05 Technology asset management policy](#)

[3364-65-06 Device and workstation policy](#)

[3364-65-07 Electronic communication policy](#)

[3364-65-08 Network and telecommunications](#)

[3364-65-09 Technology backup, disaster readiness, and recovery policy](#)

[3364-65-10 Technology incident response policy](#)

[3364-10-02 Public records policy](#)

[3364-5-05 Records management & retention](#)

[3364-71-15 Confidentiality of student records \(FERPA\)](#)

<p>Approved by:</p> <hr/> <p>Name Title</p> <hr/> <p>Date</p> <p><i>Review/Revision Completed by:</i></p>	<p>Policies Superseded by This Policy: None</p> <p>Initial effective date: Review/Revision Date: Next review date:</p>
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