

Data Sharing Terms and Conditions

Data provide maximum value when they are shared as broadly as is sensible. Data stewards and managers across the university work vigorously to maintain the data in their charge and would like to ensure the proper treatment for those data when they are shared with others. While providing benefit, data sharing also introduces risk. Data governance strives to maximize the benefit of data sharing while minimizing the risk, recognizing that zero risk is not achievable.

As part of the data governance program run by the Data Governance and Support Office (DGSO), a workgroup has drafted the following common terms and conditions for data sharing to help manage the expectations of both data provider and data user. These “ground rules” are meant to provide guidance for the appropriate apply to the sharing of any data across the university and some data may have additional or more detailed sharing requirements.

Ground rules:

1. Data users must be able to explain what data they need, why they need them, how they will use them, and who will use the data. They will limit the data’s use to described purpose. The business purpose may be broad or limited, depending on the type or risk-level of data at issue. Data users will not use the data for other purposes without approval from the data steward.
2. Data users must be able to identify who the data will be shared with. The universe of users may be broad or limited, depending on the type or risk-level of the data at issue. Data users will not share the data with others without approval from the data steward.
3. Data stewards can expect that data will be handled following a minimum level of security and privacy guidelines, regardless of classification. For data characterized as High Risk, additional security and privacy requirements may apply.
4. Data stewards should provide the necessary documentation for appropriate use, including any data quality metrics that might be necessary. The inability to provide such documentation, by itself, would not be a reason to deny a data request.
5. Communication between the data user and the data steward will be open and timely. If data are shared, expectations will be made clear prior to sharing. If data are not shared, explanations will be specific.
6. In the case of disagreement over sharing data or the details of a specific data request, the data user and data steward will engage in the appropriate resolution process. The user and steward should discuss significant concerns or needs and make reasonable efforts to find an appropriate resolution before elevating the issue to the appropriate parties (supervisors, chairs, deans, etc.)

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Definitions:

Data Steward:

This data management role represents business processes that generate data and leads the definition of business glossary terms. A steward is primarily concerned with language and the meaning of data. Each data domain, sub-domain, or term will have a steward.

Responsible for: Functional definitions, in collaboration with others, sharing knowledge of business processes, stakeholders, etc. May be called to serve on data governance workgroups.

Data User:

This data management role represents departments and functional areas that need to use institutional data for operations, reporting, and analytics. They help define output requirements (what makes the data valuable to use; attributes needed in formulas, etc...)

High Risk Data:

Data are classified as High Risk when protection of such data is required by law or regulation, protection is necessary in order for the University or its affiliates to meet compliance obligations, or the unauthorized disclosure, access, alteration, loss or destruction of those data could have a material impact on the University or its affiliates' mission, assets, operations, finances, or reputation, or could pose material harm to individuals.