
Data Governance Policy

1. Purpose

Te Herenga Waka–Victoria University of Wellington (the University) gathers and processes large volumes of data in the course of its day-to-day business. The University considers this data as a strategic resource for the enhancement of its operations.

The purposes of this Policy are –

- (a) to formalise the University’s data governance bodies; and
- (b) to set out the fundamental principles that guide its data management practices.

2. Application of Policy

This Policy applies to staff members, students, researchers, adjunct and visiting scholars, contractors, visitors, and other authorised end-users that access, use, or store University-owned data. The datasets covered by this Policy are those within the [Public Records Act 2005](#) definition of a public record, including learning analytics. Research data and intellectual property owned by staff and/or student members of the University community are exempt from this Policy.

Policy Content

3. Principles

3.1 The University adheres to the following principles at all levels of its data management practices:

- (a) ethical use and authorised access;
- (b) adoption of a common ownership and joint responsibility approach;
- (c) fostering data-driven decision-making based on high-quality data;
- (d) maintaining focus on improved academic and professional experience;
- (e) compliance with relevant legislation and the University’s Statutes and other policy documents;
- (f) respecting and reflecting the needs and interests of te ao Māori;
- (g) commitment to accuracy, efficiency, quality, transparency, security and privacy, including where data are to be shared with third parties;
- (h) maintenance of good institutional performance and reputation.

4. Data Ownership, Governance and Management

4.1 The University takes a common ownership and shared use approach to the data it holds in its electronic repository. No employee or operational unit has unilateral control over any university data.

4.2 The University’s data architecture comprises a multiplicity of domains under the supervision of different operational units. To maximise the value of its data assets and foster a culture of data-driven decision-making across the organisation, the University permits its user communities to

utilise data stored in different domains. The rules and regulations around the submission and approval of data access requests will be specified in Data Governance Procedures.

5. Data Governance Structure

5.1 The University's data governance structure consists of the following:

- (a) Digital Roadmap and Data Governance Group
- (b) Any committees or advisory groups established by the Digital Roadmap and Data Governance Group.

5.2 Digital Roadmap and Data Governance Group

- (a) Members of the Digital Roadmap and Data Governance Group (the DRDGG) are appointed by and accountable to the Vice-Chancellor.
- (b) The membership composition of the DRDGG is as follows:
 - (i) Chief Operating Officer (Chair)
 - (ii) Provost (Deputy Chair)
 - (iii) Deputy Vice-Chancellor (Māori) or delegate
 - (iv) Chief Information Officer
 - (v) Director, Planning and Management Information
 - (vi) Director, Centre for Academic Development
 - (vii) Deputy Director, People and Capability
 - (viii) A Pro-Vice-Chancellor
 - (ix) Director, Research Office
 - (x) Student Representative
- (c) The DRDGG (as its role relates to data governance) is responsible for overseeing the creation and administration of policies, procedures, and processes on data governance; identifying data custodians; establishing committees or advisory groups on an as-needed basis and appointing their members; making final decisions and resolving disputes concerned with data management; ensuring legal compliance, quality, integrity, and security of the data repository.

Note: Committees or advisory groups support the DRDGG in fulfilling its functions by providing expert advice in specific areas such as learning analytics projects and activities.

6. Definitions

In this Policy, unless the context otherwise requires:

data	means any and all corporate, administrative, and student data collected and kept in any of the University's electronic repositories.
data custodian	means a staff member responsible for securely processing, updating, and preserving data within a specific domain.
data governance	refers to the specification of decision rights and an accountability framework to ensure the appropriate behaviour in the valuation, creation, consumption and control of data and analytics.
data management	means the set of practices including the collection, storage, use, and disposal of data.
data repository	the University's database infrastructure into which data have been collected, stored, and managed for an analytical or reporting purpose.

learning analytics	means the collection and use of learner data that would allow the University to improve student experience through tailored support and pastoral care, improve educational practices and processes, and empower students to make informed decisions about their learning.
public record	means a record or a class of records, in any form, in whole or in part, created or received by a public office in the conduct of its affairs; and includes a record or a class of records declared under the Act to be a public record (including estray records) but does not include a special collection or records created by the academic staff or students of a tertiary education institution, unless the records have become part of the records of that institution. ¹

Related Documents and Information

7. Related Documents

[Education and Training Act 2020](#)

[Official Information Act 1982](#)

[Public Records Act 2005](#)

[Privacy Act 2020](#)

[Treaty of Waitangi Act 1975](#)

[Delegations Statute](#)

[Information and Records Management Policy](#)

[Privacy Policy](#)

[Te Tiriti o Waitangi Statute](#)

[Ōritetanga learner analytics ethics framework](#)

8. Document Management and Control

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¹ Refer Interpretation section, Public Records Act 2005.