Data Governance Key Roles

Learn more about key data governance roles that inspire actionable intelligence and help Virginians live better lives.

Chief Data Officer (CDO)

Description

- Accountable for the overall data governance program in an organization, has responsibilities that touch every phase of the data lifecycle.
- Focused on the Plan stage of the Data Lifecycle.
- The public sector CDO must focus on mission objectives of government agencies— which may involve looking for cost savings—but is not typically about monetizing government data.

Responsibilities

- Establishing an organization data strategy to guide the organization and establish the goals and vision of the program
- Establishing data governance standards, policies and procedures
- Providing advice and servers to agencies for data-dependent initiatives such as business analytics, Big Data, data quality, and data technologies
- Evangelizing the importance of good information managing principles to internal and external business stakeholders
- Oversight of data usage in analytics and business intelligence
- Increase the data management maturity of the organization

Data Owner

Description

- Agency head whose agency originally created or acquired the raw data
- Accountable for ensuring that appropriate steps are taken to protect data
- Determines policies, regulatory requirements, compliance needs, and training required to protect data

Responsibilities

- Authority to sign Commonwealth Data Trust Agreements and Memorandums of Understanding
- Approves how data can be shared
- Determines who can access the data and periodically reviews access
- Specify appropriate controls, based on data classification, to protect the information resources from unauthorized modification, deletion, or disclosure. The owner will convey those requirements to administrators for implementation and educate users.
- Confirm that applicable controls are in place to ensure appropriate level of confidentiality, integrity and availability
- Confirm compliance with applicable controls and regulations

Data Steward

Description

- Data stewards enforce data owner requirements, translate them into meaningful requirements, and act as subject matter experts on the data and its utility for business use.
- Where owners have decision rights, stewards protect those rights and convey them across the enterprise.

Responsibilities

- Implement the controls specified by the owner(s)
- Provide physical and procedural safeguards for the information resources
- Assist owners in evaluating the overall effectiveness of controls and monitoring
- Implement the monitoring techniques and procedures for detecting, reporting, and investigating incidents

Optional - Data Curation
- Documentation of contextual metadata about key data assets according to standard operating procedures and consistent terms of reference.

Data Custodian

Description

- Also referred to as a "technical data steward."
- A data custodian oversees the storage, transfer, and transport of data, ensuring that these processes adhere to the rules specified by the organization. Data custodians take care of data and the databases where it is stored.
- Typically, a database administrator
- Data custodians focus on the "how" instead of the "why" of data storage.

Responsibilities

- Maintain physical and system security including physical security of servers and data user security as determined appropriate by the Data Stewards.
- Structure or restructure a relational database system, work with middleware to serve a central data warehouse, or provide schemas or workflows that show how databases are structured.
- Ensure adequate system backups and disaster recovery plans.
- Ensure adequate system response times and system availability.
- Manages information flow, operation of API's, articulates technical data requirements to platform development teams.