Data Quality Policy

Ref. No.	CO/IG/12
Category:	
People	
Place	
Corporate	Yes
In Constitution	

Policy Details

What is this policy for?	This policy defines the framework within which Dorset Council will comply with data quality principles to ensure that data is fit for purpose and meets the requirements of regulations and legislation.
Who does this policy affect?	All employees, apprentices, students, contractors and other third parties generating and processing Dorset Council data.
Keywords	Data management, performance management
Author	Jane Hay, Performance & Information Officer, Purbeck District Council
Dorset Council policy adopted from	New policy for Dorset Council, which supersedes the below sovereign councils' policies: • Purbeck District Council Data Quality Policy
Does this policy relate to any laws?	N/A
Is this policy linked to any other Dorset Council policies?	This policy is part of the Information Governance Framework, which also includes: • Information Governance Policy • Data Protection Policy • Data Breach Policy • Individual Rights Policy • Data Protection Impact Assessment (DPIA) Policy • Confidential Waste, Clear Desk and Screen Policy • Records Management Policy • Protective Marking Policy • Records Retention Policy • Information Security Management Policy and related standards and protocols
Equality Impact Assessment (EqIA)	An EqIA screening tool was completed and submitted on 4th March 2019. The tool identified that there was no need to complete an EqIA.
Other Impact Assessments	N/A

Status and Approvals

Status	Live	Version	1
Last review date	This is a new policy for Dorset Council	Next review date	1 April 2020
Approved by (Director)	Dorset Council Corporate Director: Legal & Democratic	Date approved	26 February 2019
Member/ Partnership Board Approval		Date approved	

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Data Quality Policy

Purpose	This policy defines the framework within which Dorset Council will comply with data quality principles to ensure that data is fit for purpose and meets the requirements of regulations and legislation, eg, the General Data Protection Regulation.
Scope	This is part of the overarching Information Governance Framework, which describes how all personal, confidential and corporate information is managed by Dorset Council. This policy covers all data held by Dorset Council. All employees, apprentices, students, contractors and other third parties generating and processing Dorset Council data are required to understand and adhere to this policy and associated procedures.

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1. Introduction

1.1. This policy sets out the Council's approach to data quality and its objectives for improvement.

1.2. The Council uses data to manage and account for its activities, both internally and externally, and this must be based on good quality data.

1.3. There are many audiences for the data produced by the Council including service users, the public, businesses, other public sector organisations, information requesters, staff, managers, councillors, partners, auditors, and central government.

2. Principles

2.1. Producing data that is fit for purpose is not an end in itself but an integral part of the Council's governance, decision-making, operational and performance management arrangements.

2.2. To be effective, it is vital that the Council's data is of high quality within the following characteristics:

- Accuracy – Data should be right first time and ideally captured once only, although it may have multiple uses.

- Timeliness – Data should be captured immediately as a natural part of the process, where possible, and should be available when needed according to national or local requirements and deadlines.

- Validity – Data should be recorded in an agreed format which conforms to national or local guidance, rules or definitions.

- Relevance and Reliability – Data should be relevant to the purposes for which it is used and should be reviewed periodically to reflect changing needs.

- Completeness – All relevant data should be captured in line with internal or external needs.

- Security – Data should be securely stored and, where applicable, stored confidentially with access control measures.

3. Objectives

3.1. The Council will strive to achieve the following data quality objectives:

- Clear, corporate leadership of data quality with responsibilities defined.

- Data accessible to staff who need it to perform their duties.

- Sensitive / confidential data not accessible to staff who do not need it to perform their duties.

- Operational procedures and guidance available to all staff involved in data production or collection.

- Staff inducted, trained and supported in the use of data collection systems.

- Appropriate controls in place to ensure data quality.

- Provision systems that are suitable and appropriate for maintaining the quality of data.

- Security of systems.

- Data risks identified and managed through the Information Asset Register.

- Value for money achieved in producing, collecting, managing and storing data.

- Data sharing protocols in place with partners.

- Aim to meet government standards, e.g., INSPIRE in relation to spatial data.

4. Roles and responsibilities

4.1. Member overview of data quality will be determined.

4.2. All staff are responsible for the quality of the data they produce.

4.3. Managers are responsible for identifying and putting in place the processes required to maintain data quality in their services.

4.4. The Senior Information Risk Owner (SIRO) is responsible for the development of data quality policy and strategy within the overall information governance framework.

4.5. Information Asset Owners (IAOs) are responsible for ensuring that all information assets are managed according to data quality policies and procedures.

4.6. IT are responsible for ensuring that systems and backups are have sufficient availability and reliability to meet business needs.

4.7. Third parties when capturing data on the behalf of the Council are responsible for capturing and maintaining high quality data in accordance with the relevant agreements or contract.

5. Related policies

5.1. The Records Management Policy is part of Dorset Council's Information Governance Framework, as defined in the Information Governance Policy.

5.2. Other related policies include:

- Information Governance Policy

- Classification and Protective Marking Policy

- Records Management Policy

- Data Protection Policy

6. Monitoring and review

6.1. This policy will be reviewed on an annual basis to ensure that it continues to meet the requirements of the Council and the current legislation, or following changes in legislation, regulations or business practice as necessary.

Annex A – glossary

Data – numbers, words or images which have yet to be organised or analysed.

Information – a collective term used to refer to data, documents, content and records.

Knowledge – the understanding and interpretation of information.

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