



## INDIANA UNIVERSITY

### **Charter: University Data Management Council (UDMC)**

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|---|---|
| <b>Effective:</b>                             | February 1, 2017  |
| <b>Lifetime:</b>                              | Due to the number of distinct data areas, and the expanse of the virtual institutional database, this is a standing council with an undetermined longevity. |
| <b>Last Updated:</b>                          | January 24, 2017  |
| <b>Responsible University Office:</b>         | University Information Policy Office  |
| <b>Responsible University Administrators:</b> | Vice President for Information Technology and Chief Information Officer   |
| <b>Contacts:</b>                              | Sara Chambers, 812-855-UIPO, iudata@iu.edu  |
| <b>Web Address:</b>                           | <a href="https://datamgmt.iu.edu/governance/index.php">https://datamgmt.iu.edu/governance/index.php</a>   |
| <b>Related Information:</b>                   | <a href="#">IU Information Security and Privacy Program</a><br><a href="#">Online Safety – Protecting Data</a>  |
| <b>History:</b>                               | Charter created, January 2017   |

#### **Name:**

The name of the council shall be the University Data Management Council (hereinafter referred to as “UDMC.”)

#### **Purpose:**

*A Council is an appointed group of individuals charged with providing oversight and strategic decision making and/or advice in a particular topic area; the group is assumed to have authority stemming from specialized expertise or role, will issue authoritative guidance or cause such guidance to be issued, and others are expected to adhere to its decisions; a Council exists as long as the topic area exists.*

The University Data Management Council (UDMC) is chartered by the Office of the Vice President for Information Technology and works in conjunction with the University Risk and Assurance Council (URAC). The UDMC is comprised of six permanent members and two rotating membership positions.

The purpose of the UDMC is to provide university-wide strategic planning, governance and oversight for Indiana University’s institutional data. Data governance is a quality control

discipline that encompasses the classification, collection, storage, access, use, sharing, maintenance, integrity, privacy and security of institutional information.

### **Charter:**

The Council will strive to ensure that institutional data governance efforts support the university's missions and strategic plans, address the entire information lifecycle, and adopt and implement safeguards that appropriately balance risk assessment with the need for university employees to access and use data for the efficient and effective execution of their duties.

The UDMC will, for Indiana University institutional data and information assets:

- Ensure that experts (Data Stewards) are identified for each major data subject area within the university and make new appointments as needed;
- Develop and maintain high-level guidance for data access, availability, integrity, use, management and handling, from the creation of the data through its destruction or long-term/permanent retention, through the adoption of policies, standards, guidelines, and procedures or other appropriate documentation or tools;
- Develop university-wide policies and standards designed to specifically ensure that operationally critical institutional information is available, accurate, and up to date;
- Serve as a common entry point for all data management requests (specific action or for interpretation of published guidance) and work with appropriate Data Stewards and other stakeholders on resolution;
- Establish and manage a communication mechanism to keep the Data Steward community informed of decisions and actions involving institutional data and data administration at IU;
- Establish Ad-hoc working groups as needed to focus on specific data administration activities and deliverables.

Where the responsibilities of the UDMC require funding for unbudgeted initiatives, specific proposals will be developed in consultation with the URAC and presented through the appropriate university process for deliberation and decision.

Members are to fully own the process and results of the Council. Members will strive to ensure that the university-wide strategies promulgated by the Council support and complement sector-specific requirements while still facilitating the widespread and appropriate use of information.

The membership of the Council collectively shall have all authority necessary to fulfill the duties and responsibilities assigned to the Council in this Charter or otherwise assigned by the executive sponsors.

The chair of this Council is responsible for reporting to university administration on the activities of the Council, and on general data administration affairs.

## **Membership**

The Vice President for Information Technology and Chief Information Officer appoints members of the Council.

The Council is chaired by the Chief Privacy Officer, whose office provides administrative support for the Council and has the responsibility to infuse the strategies identified by the Council into IU's Information Security and Privacy Program and to the data administration policies. The CPO jointly shares, with the Chief Security Officer, the ultimate responsibility for establishing and maintaining the Indiana University Information Security and Privacy Program and has ultimate responsibility for the maintenance of IU's data administration policies.

The six standing members include those who have compliance responsibilities for the largest segments of institutional data or by virtue of their university role have oversight responsibility for legal, contractual and/or policy requirements associated with protecting information.

Institutional data to be represented on the Council include complex data areas for which laws, regulations, standards, and/or contractual requirements make it prudent for Indiana University to address data management risks as a university-wide strategy.

Council members are responsible for disseminating information about and ensuring the implementation of the work of the Council within the area over which they exercise data oversight as well as to all Data Stewards and data administration advisors at large. They should do so with a goal of brevity and clarity such that the information can be understood and put into practice by the IU community.

Standing membership of the Council is reviewed periodically, but no less than every three years.

Up to two Data Stewards or individuals with strategic expertise and background relevant to data management, data privacy and security needs of the university may be appointed by the Council Members to a two-year rotating membership position.

The Council may also invite other data stewards, independent experts or advisors to meetings as it deems necessary or appropriate, to advise the Council on specific matters and issues.

See Appendix A for a list of Charter and current members.

## **Procedures**

The Vice President for Information Technology and Chief Information Officer appoints members of the Council, by letter.

## Appendix A

### Charter Members of the UDMC as of 2/1/2017

#### I. Permanent Members

|  |                       |
|--|-----------------------|
| FERPA:                                       | Julie Aders           |
| HIPAA:                                       | Leslie Pfeffer        |
| 3 <sup>rd</sup> Party Contractual Oversight: | Jill Schunk           |
| University Administration:                   | Steve Keucher         |
| Legal Counsel:                               | Jennifer Adams        |
| Information Policy & Privacy:                | Sara Chambers (chair) |

#### II. Rotating Members

To be determined