

## **Data Stewards and Data Risk Management Policy**

(EOU)

The purpose of this policy is to clarify the role of a Data Steward to ensure that specific University obligations are met. Data Stewards are appointed in appropriate functional areas to ensure that specific institutional responsibilities are met. Data Stewards have responsibility for defined segments of institutional information. These responsibilities include:

1. Develop, implement, and manage information access policies and procedures.
2. Assign information classifications based on a determination of the level of sensitivity of the information, considering the level of security required for protecting the information from unauthorized access. Include the level of security required for protecting the information from unauthorized creation, deletion, or modification collectively termed “modification” for purposes of this policy.
3. Ensure compliance with federal, state, and University policies and regulations regarding the release of, responsible use of, and access to institutional information.
4. Promote appropriate data use and data quality, including providing communication and education to data users on appropriate use and protection of institutional information.
5. Develop and implement record and data retention requirements.

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