# Data Governance Key Roles

## 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
* Authority to sign Commonwealth Data Trust Agreements and Memorandums of Understanding
* Approves how data can be shared

**Responsibilities:**

* 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.