

1 DIRECTIVE

- 1.01 All system users who create data or are the primary stakeholders in defining application data are business owners of the data and must identify their ownership of the data.

2 PURPOSE

- 2.01 The purpose of this directive is to ensure that a data business owner is identifiable and responsible for every data file, database or database subset in the IT installation.

3 SCOPE

- 3.01 This Directive applies to all data business owners.

4 RESPONSIBILITY

- 4.01 Data business owners are responsible to identify the proper handling and best practice decisions associated with their data.

5 DEFINITIONS

- 5.01 “**Database**” is a structured collection of electronic information.
- 5.02 “**Data business owner**” a senior member within the organization who is accountable for overall management of defined data set for a line of business. The data business owner has decision-making authority for who accesses and uses the data, and is usually supported by data stewards. They approve processes and policies to uphold data quality and standardize data management processes.
- 5.03 “**Relational database**” is a database that stores data in an organized structure consisting of one or more tables or rows and columns.
- 5.04 “**File server**” is a computer in a network that stores programs and/or data files shared by users.

6 RELATED DIRECTIVES

- OCIO IT 9.02 – Data Classification