# INFORMATION GOVERNANCE PROGRAM CHARTER
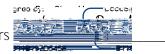
## University of South Florida

### Abstract

Institutional data is a strategic asset. For too long, information governance efforts have been siloed. A holistic approach via a consistent, repeatable and sustainable information governance program is vital in order to protect and improve the institution's security posture, brand and reputation. This charter is a living document aimed at providing a framework for improved transparency and accountability in the use, quality, storage and security of institutional data.

Ralph Wilcox, Provost & Executive Vice President

David Lechner, Sr. Vice President for Business and Financial Affairs

- Data is foundational for digital business and analytics programs. Information governance is designed to consolidate processes, accountability and technology for <u>improved data literacy, quality, compliance, security and use of institutional data</u>.

- Information governance is a long-term program and involves organizational behavior change. It is a

Institutional data is a strategic asset of University of South Florida System (USF) and the appropriate management and use of data is critical to the University's operations and data-driven decision-making. Inappropriate use of data due to lack of standards, inconsistent taxonomies and definitions, data silos, lack of quality and ownership, can result in inefficiencies, mistrust and exposes the University to unwanted risk. A consistent, repeatable,

Information Governance Program Charter

- Athletics

Data currently Out-of-scope include:

- USF Clinical Data
- IRB requests - Data generated and/or accessed for research purposes
- Research computing
- Direct Support Organizations
- Donor Information

The Information Governance Program will be developed with a graduated and adaptive approach. All data is not equal and some data is more important than others. Data at USF will need to be classified into the following categories in order to determine the appropriate Information Governance model for each and to explore which information artifacts are most critical/risky to most important business outcomes, processes or divisions.

1.  Master data — The small amount of mostly structured data that is shared between most business applications and used day to day by business users tends to qualify as master data. Master data

The Information Governance program aims to support USF's goals via the following objectives and associated strategies:

- Maintaining an intense focus on student success through providing timely information that enhances and accelerates collaboration, outreach and interaction across the USF community

- Providing timely data that helps measure and monitor performance towards metrics that promote USF as the best education destination in Florida thus attracting students to actualize their goals, while improving rankings of members and entities, satisf(a9(t)33m)9(3(e)5(ea)]TJBTx(ca)-00091 2m0091 2 17(f)-4(i+h(t)dst)it2trews aga/Fs1 11.04 Tf1 0 0 1 37 the goals they have set for themselves

  These can be achieved through:

  - Improving transparency, responsibility and accountability for data confidentiality, integrity and availability
  - Improving data culture and literacy at USF through consistent, reliable and effa9(t)-4( )-3(h)5(el)]TJBT38( )sr4-giu1.62 396.4 cuAMCID 6>> Bcpt G(c)3(on)-7(f)-4(i 0 G§g,0

The Information Governance Program has the following executive sponsors:

- Ralph Wilcox – Provost & Executive Vice President
- David Lechner – Sr. Vice President for Business and Financial Affairs

The initial working committee charged with drafting the Information Governance charter comprises the following members:

- USF Sysing the Information omomomi.02e32 re0912 0 612 792 reW*ⁿBT/F1 12 Tf1 0 0 1 153.98 678>]TJI

- Data Classification – determining the levels of classification of data (Restricted, Sensitive, Public) and monitoring access to those classifications. Work with the Chief Information Security Officer (CISO) and the Chief Data Officer (CDO) to develop access criteria and guidelines for each classification
- Ensure that individuals with access to restricted data have completed required training and agreed to all statements of confidentiality
- Developing processes, procedures, tools and training to ensure that data is being used appropriately and all confidential information is being treated according to policy
- Assuring compliance with all legal and regulatory requirements for data in their areas

The membership of the Data Custodian Group(s) are determined by the types of data being governed. These are broadly classified in the "data types (within scope

1.  Complete Information Governance Charter, communicate and distribute the same for

(Note: This is an unapproved sample only. It also does not include all the domains or roles within scope of this program.)

**IT Governance Decision Matrix - Draft**

Student (Applicant, Undergraduate, Graduate/Professional, Alumni, Non-Degree Seeking)

- Registrar
- Undergraduate Studies
- Graduate Studies
- Decision Support
- Data Administrator
- Financial Aid
- Admissions
- Innovative Ed
- USF World
- Student Affairs
- Athletics
- Alumni

Ex officio: GC, Audit, IT, Health, Branch Campuses, DEIO, etc., as needed.


Curricular

- Data Administrator
- Academic Affairs (Provost's Office)
- Registrar
- Undergraduate Council
- Graduate Council
- College Deans
- Office of Decision Support
- Intuitional Effectiveness Representative
- Innovative Education
- USF World

Ex officio: GC, Audit, IT, Health, Branch Campuses, DEIO, etc., as needed.


Faculty

- Vice Provost, Faculty
- Associate Vice President Office of Decision Support

- Vice President Administrative Services
- Research & Innovation, Program Director, USF Faculty Honors, Prizes and Awards
- Dean of the Library
- Institutional Effectiveness Representative
- USF Health Representative
- USF System Data Administrator
- USF World

Ex officio: GC, Audit, IT, Health, Branch Campuses, DEIO, etc., as needed.

Additional Work Groups to consider as the Information Governance Program develops:
- Financial
- Space & Facilities
- Human Resources
- Operational Technical
- Research Financial & Commercialization
- Athletics