

# Appendices

## Appendix 1 – Data Principles

<b>Name</b>	<b>Data is an Asset</b>
<b>Statement</b>	Data is an asset that has value and is managed accordingly. This includes ensuring that data being processed by suppliers is also managed as an asset.
<b>Rationale</b>	Data is a valuable resource; it has real, measurable value. In simple terms, the purpose of data is to aid decision-making, and to ensure regulatory compliance. Accurate, timely data is critical to accurate, timely decisions. Most corporate assets are carefully managed, and data is no exception. Data is the foundation of our decision-making, so we must also carefully manage data to ensure that we know where it is, can rely upon its accuracy, and can obtain it when and where we need it. If data is not managed correctly the Partnership cannot gain an accurate view of the current state of its services, nor can it make the correct day to day decisions.

<b>Name</b>	<b>Data is Shared</b>
<b>Statement</b>	Officers must have access to the data necessary to perform their duties; therefore, data is shared across services and, where appropriate, Partners.
<b>Rationale</b>	Timely access to accurate data is essential to improving the quality and efficiency of decision-making. It is less costly to maintain timely, accurate data in a single application, and then share it, than it is to maintain duplicative data in multiple applications. The Partnership holds a wealth of data, but it is stored in many incompatible stovepipe databases. The speed of data collection, creation, transfer, and assimilation is driven by the ability to efficiently share these islands of data across the organization.  Shared data will result in improved decisions since we will rely on fewer sources of more accurate and timely managed data for all of our decision-making. Electronically shared data will result in increased efficiency when existing data entities can be used, without re-keying, to create new entities.

<b>Name</b>	<b>Data is Accessible</b>
<b>Statement</b>	Data must be easy to find and retrieve and present a consistent, use-case appropriate, version view of data and be accessible for officers to perform their functions. This includes ensuring that data being processed by suppliers is also available.
<b>Rationale</b>	Wide access to data leads to efficiency and effectiveness in decision-making and affords a timely response to information requests and service delivery. Using information must be considered from an enterprise perspective to allow access by a wide variety of users. Officer time is saved and consistency of data is improved.

<b>Name</b>	<b>Data is Secure</b>
<b>Statement</b>	Data is protected from unauthorized use and disclosure. Data is protected from corruption or loss. In addition to the traditional aspects of security classification, this includes, but is not limited to, protection of pre-decisional, sensitive, source selection-sensitive, and proprietary information.
<b>Rationale</b>	With increased use of data, systems integration, and cloud technologies, risk of unauthorised access, modification, and dissemination increases. All architecture must ensure data security, classification, and traceability are managed in line with, and can conform to, information security policy and best practice. Open sharing of information and the release of information via relevant legislation must be balanced against the need to restrict the availability of classified, proprietary, and sensitive information. The scope of data security covers not just inappropriate data access, but also resilience of data storage, recovery, and adherence to regulatory requirements.

<b>Name</b>	<b>Data is Owned</b>
<b>Statement</b>	Each data element has an owner accountable for data quality.
<b>Rationale</b>	One of the benefits of governed and well-architected data is the ability to share data and information (e.g., text, video, sound, etc.) across the organisation. As the degree of data sharing grows and services rely upon common information, it becomes essential that only the data owner makes decisions about the content of data. Since data can lose its integrity when it is entered multiple times, the data owner will have sole responsibility for data entry which eliminates redundant human effort and data storage resources.

<b>Name</b>	<b>Data has Common Definitions</b>
<b>Statement</b>	Data is defined consistently across the Partnership, and the definitions are understandable and available to all users.
<b>Rationale</b>	The data that is managed by applications must be modelled and how the data maps to have the common definition (logical model) understood to enable sharing of data. A common vocabulary will facilitate communications, data sharing, and enable dialogue to be effective. In addition, it is required to interface systems and exchange data.