

Metadata Policy

Overview

Who the policy affects

The policy applies to all members or representatives of Dewi Development Ltd.

Purpose

Dewi Development Ltd are committed to producing high quality data and ensuring everyone understands the definitions of the data being collected.

This policy supports staff and representatives of the organisation understand the importance of Metadata in the organisation, with the aim to:

- Provide understanding to corporate data
- Ensure the quality of data
- Ensure effective reporting with better understanding of corporate data
- Support system development with clear understanding of corporate data

Scope

The policy includes all people representing the organisation from director to employee, temporary staff, sessional staff, agency staff, contractors and volunteers. All employees are included whether full time, part time, office based or home working.

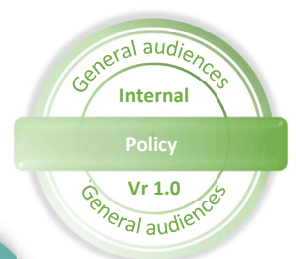
The policy covers all data that is produced by Dewi Development Ltd or received from a supplier or customer and uploaded into Dewi Development Ltd systems.

The policy does not form part of the terms and conditions of employment with Dewi Development Ltd.

Effective Date

This policy applies from 13 March 2019.

The company holds the right to update the policy at any time.



Policy

1. Objectives

- 1.1. Provide increased confidence in data with clear definitions and context for corporate data.
- 1.2. Clear understanding of data used in the organisation and data that is now redundant
- 1.3. Enable all departments to clearly talk about data across the organisation without misunderstandings
- 1.4. Provide clear context on when data was collected and from what source, ensuring current data is be utilised
- 1.5. Improved staff training with clear data definitions
- 1.6. Improve system development with clear definitions of data to be stored and processed, with reduction in development time through clear understanding of the organisation data

2. Risks

- 2.1. Poor metadata could lead to the same term being used in different contexts, leading to misunderstandings or lack of understanding as to which data is current. This could lead to:
 - 2.1.1. Loss of contracts
 - 2.1.2. Inaccurate reporting
 - 2.1.3. Impact to decision making
 - 2.1.4. Delayed or failed implementation for a customer
 - 2.1.5. Damage to company reputation
 - 2.1.6. Breach of legal obligations
 - 2.1.7. Delayed life cycle builds for new systems

3. Roles and Responsibilities

- 3.1. Staff and Representatives of Dewi Development Ltd
 - 3.1.1. Responsible for utilising the Business Glossary to understand the terms of data
- 3.2. Data Governance Board
 - 3.2.1. Defining Metadata Policy and Strategy
 - 3.2.2. Sign off of supporting Metadata Procedures
- 3.3. Data Stewards
 - 3.3.1. Responsible for the Metadata definitions of data within their department, in line with the wider organisation context
- 3.4. Line Managers
 - 3.4.1. Responsible for training staff on Metadata and where to access the Business Glossary
 - 3.4.2. Responsible for managing concerns with staff regarding their ineffective use of data due to not following Metadata guidance.

4. Requirements

- 4.1. Capture

- 4.1.1. Metadata to be defined for all organisational systems.
- 4.1.2. Metadata to be captured at source during data input.
- 4.1.3. Where possible the system should automatically capture metadata of its source and timing.
- 4.2. Rationalise
 - 4.2.1. Metadata will be captured once so it is not duplicated.
 - 4.2.2. Data will be defined against Metadata stored in the Business Glossary.
- 4.3. Store
 - 4.3.1. Business and Technical Metadata will be stored in a central Business Glossary.
 - 4.3.2. Operational Metadata will be stored against the element in the system generating the data.
- 4.4. Control
 - 4.4.1. The Data Stewards from across departments will work together to maintain the organisational wide Business Metadata.
- 4.5. Access
 - 4.5.1. All staff and representatives will have access to Business Metadata and will be trained on how to access it.
 - 4.5.2. Operational Metadata will be available to Data Stewards and IT

Compliance

The failure to follow due diligence with appropriate use of data within the organisation or to affect Data Quality may lead to disciplinary action.

Related Legislation

- ➔ General Data Protection Act 2018 (GDPR)

Definitions

Term	Definition
Business Glossary	A glossary of metadata about the terms and their definitions within Dewi Development Ltd.
Data	Facts and statistics collected together for reference or analysis
Data Governance Board	Working group that define the strategy and policies of the organisation, along with authorising the procedures to support the policies.
Data Quality	The state of completeness, validity, consistency, timeliness and accuracy that makes data appropriate for a specific use
Data Steward	Responsible for understanding data needs of the department in context of wider organisation need and ensuring policy, process and audit is applied to departmental data.
Information	Data in context
Metadata	Information that describes the data.

Term	Definition
Reference Data	The organisation's definition of values that can be applied to a data field. For example, Mr, Mrs, Dr in Prefix.

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