

Reference Data 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 with certain elements based on Reference Data, providing consistency across fields internally and externally.

This policy supports staff and representatives of the organisation understand the importance of Reference Data, with the aim of:

- Ensuring quality of data
- Sharing data easily with external organisations
- Accurate reporting
- Support system development with well-defined Reference 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.

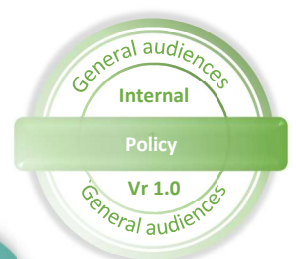
The policy covers all data that is produced by Dewi Development Ltd or received from a supplier or customer and uploaded into Dewi Development Ltd systems.

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. Ensure the organisation has consistent values for key data elements across the organisation.
- 1.2. Ensure the organisation can communicate with external organisation on standard data elements.
- 1.3. Remove the inconsistency caused by different human free inputs
- 1.4. Ensure the organisation can provide consistent reports across departments with key defined data elements

2. Risks

- 2.1. The poor use of Reference Data can lead to:
 - 2.1.1. Data with inconsistent values
 - 2.1.2. Data with large variety due to different human inputs
 - 2.1.3. Data that is not comparable between departments
 - 2.1.4. Data that cannot be compared with external organisations
 - 2.1.5. Inconsistent reporting

3. Role and Responsibilities

- 3.1. Staff and Representatives of Dewi Development Ltd
 - 3.1.1. Responsible for utilising the defined Reference Data where required or applicable
- 3.2. Data Governance Board
 - 3.2.1. Defining Reference Data Policy and Strategy
 - 3.2.2. Sign off of supporting Reference Data Procedures
- 3.3. Data Stewards
 - 3.3.1. Responsible for Reference Data definitions within their department, in line with the wider organisation context
- 3.4. Line Managers
 - 3.4.1. Responsible for training staff on the use of Reference Data
 - 3.4.2. Responsible for managing concerns with staff regarding their ineffective use of reference data which impacts on data quality.

4. Requirements

- 4.1. Control
 - 4.1.1. Data Stewards will define the Reference Data required for their department in line with organisational context.
 - 4.1.2. The Data Steward Group will authorise all Reference Data for cross departmental working.
- 4.2. Rationalise
 - 4.2.1. The Data Steward Group will maintain the Reference Data list and ensure it is current and relevant to the needs of the organisation.
 - 4.2.2. The Data Steward Group will ensure there are not multiple options for the same meaning.

4.3. Store

- 4.3.1. A central list of reference data will be kept for the organisation.
- 4.3.2. Where possible, systems will only allow Reference Data relevant to an element to be applied.

4.4. Access

- 4.4.1. All staff and representatives of the organisation will have access to view the central list of Reference Data.
- 4.4.2. Where possible, system will only allow staff and representatives to use Reference Data they have access to.

Compliance

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

Related Legislation

- ➔ General Data Protection Regulation (GDPR) 2018

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 departmental data.
Information	Data in context
Metadata	Information that describes the data.
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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