

<p>UNIVERSITY</p> <p>Institutional Data Access Policy</p>	<p>Policy Sponsor:</p> <p>President</p>	<p>Approval Date:</p> <p>February 24, 2022</p>
	<p>Responsible Unit:</p> <p>Office of the Provost and Vice-President Academic</p>	<p>Amendments:</p>

A. Background & Purpose

The Institutional Data Access Policy exists to facilitate access to institutional data by University personnel (or employees) for internal use and only for purposes necessary to fulfil work responsibilities. Institutional data is a shared University resource to support data-informed decision making. The policy adheres to the following principles:

1. Authority and Ownership All institutional data is an institutional asset.
2. Governance and Accountability As an institutional asset, data is governed by the Data Access Committee and in accordance with all federal and provincial legislation and Dalhousie policies;
3. Access Authorized decision makers and designated employees have access to the data as required to perform their roles;
4. Value and Quality: Standardized and quality controlled data support strategic integration and decision-making

as such on the university's master list

F.

- 2.4 The Data Steward may revoke delegation at any time and notify the Data Access Committee chair, in writing of this revocation
- 2.5 If the Data Steward changes, the new Data Steward is responsible to confirm delegation and make necessary changes through the Data Access Committee chair within one of assuming the position.
- 2.6 The Data Delegate may not delegate access authority to someone else.
- 2.7 The delegation of access authority will be recorded on the Master List.