

TAIF UNIVERSITY		INSTITUTIONAL POLICY AND PROCEDURE (IPP)	
Department: Deanship of Information Technology (ITD)		Manual: IT Policy and Procedure	Section: Database
TITLE/DESCRIPTION			POLICY NUMBER
Data Quality			ITD-٠١٨
EFFECTIVE DATE	REVIEW DUE	REPLACES NUMBER	NO. OF PAGES
٣rd Nov. ٢٠١٦		N/A	٠٣
APPROVED BY		APPLIES TO	
Dean of Information Technology		This policy applies to all members of the University and its partner organizations that have responsibility for any aspect of University data collection, maintenance or disposal.	

PURPOSE

Taif University needs timely, accurate and reliable data in order to manage activities and meet internal and external requirements to demonstrate accountability through accurate reporting. This policy defines the University's approach to data quality.

DEFINITION

١. **Data Quality:** A perception or an assessment of data's fitness to serve its purpose in a given context. The characteristics of quality data can be defined as: accuracy, validity, reliability, timeliness, relevance, completeness and compliance.
٢. **Data Owner:** Individuals or group of people who have been officially designated as accountable for specific data and for ensuring that procedures have been put in place to maintain and improve standards of data quality and to ensure that the data is managed securely and in compliance with University regulations and statutory obligations.

RESPONSIBILITY

١. The Dean of IT will have overall responsibility for ensuring that this policy is implemented effectively and through the performance strategy ensure that key areas of data quality are monitored effectively.
٢. Directors of service and faculty deans will be responsible for the quality and management of data coming into and out of their area. This will include the responsibility for ensuring that adequate training, processes, quality checks and 'sign off' exists where appropriate.
٣. All employees should however strive for the highest possible standards of data input, handling and reporting and are encouraged to seek advice from other colleagues to improve efficiency and develop a consistent approach.

SCOPE

The policy relates to institutional or management data across the following domains:

- Space & Asset data
- Finance data
- Learning resource data
- Research activity data
- Staff data
- Student data

CROSS REFERENCES

POLICY STATEMENT

High quality data enables accurate reporting and informed decision-making. Taif University recognizes this key role, as well as the risks associated with poor data quality. Hence, the University is committed to continually improve the quality of its data.

RISKS ASSOCIATED WITH POOR DATA QUALITY

Data owners and staff who have responsibility for data collection and maintenance should be aware of the risks associated with poor data quality. These include:

- Impaired decision-making
- Reputational damage
- Incorrect funding allocations
- Inaccurate reporting to sponsors, resulting in financial penalties
- Mandatory conditions of grant could be breached
- Misleading external and internal impressions of institutional performance in teaching and research
- Inefficient use of resources
- Good performance may go unrecognized and unrewarded
- Poor services may not be improved

The University includes failure to ensure appropriate data quality on its risk register.

CHARACTERISTICS OF QUALITY DATA

The University defines the characteristics of quality data as follows:

Accuracy

- Data should be captured once only close to the point of activity
- Data should provide a clear representation of the activity/interaction

Validity

• Data should be recorded and used in accordance with agreed requirements, rules and definitions to ensure integrity and consistency

Reliability

• Data collection processes must be clearly defined and stable to ensure consistency over time, so that data accurately and reliably reflects any changes in performance

Timeliness

- Data should be collected and reported while still current to inform real time management
- Data should remain available for the intended use within a reasonable or agreed time period

Relevance

- Data should be fit for purpose
- Data requirements should be clearly specified and regularly reviewed to reflect any change in needs
- The amount of data collected should be proportionate to the value gained from it
- Data should be collected at a level of granularity that allows use for all intended and relevant purposes

Completeness

- Data should be complete

Compliance

- Data must comply with regulations on data protection and security

PROCEDURE

Framework

- The University defines data requirements and assurance standards.
- Local procedures exist for key activities and major data collection exercises for external returns
- Policies and procedures are reviewed regularly to consider their impact on data quality and to ensure they reflect any change in needs.
- Policies and procedures are embedded within business processes.

Systems

- Data is collected and recorded once only, and where necessary, shared across other systems.
- Data collection systems contain internal validation to ensure accurate and complete data.

Security

- Data is protected from unauthorized input, amendment or destruction.

Staff Development

- Appropriate staff development is provided at induction and periodically to enable staff to meet the objectives of this policy.
- Changes to policies and procedures are communicated in a timely and effective manner.

REFERENCES

APPROVAL:

	Name	Signature	Date
Created by	Hamed M. Hamed, Sr. Database Administrator		Nov. 24 th , 2010
Reviewed by	Musaed Al-Harbi, Database Manager		Nov. 29 th , 2010
Approved by	Dr. Fawaz Alasseri, Dean of Information Technology		Nov. 20 th , 2017