

DATA GOVERNANCE POLICY

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APPROVALS

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Data Governance Policy

1. Scope

This Data Governance Policy (“Policy”) applies to all faculty, staff, and students of LUMS as well as contractors, consultants, and all personnel affiliated with third parties with access to or use of LUMS’s data (“Users”). This policy applies to electronic data at LUMS regardless of location, and the hardware and software resources used to store, process, or transmit that information. This includes data processed or stored and applications used by the LUMS in hosted environments in which the LUMS does not operate the technology infrastructure.

2. Applicability

This policy applies to all electronic data as mentioned in the scope of the data governance program, including both original data and the copy of the data.

3. Definitions & Acronyms

LUMS: Lahore University of Management Sciences

Data: Facts, ideas, or discrete pieces of information, especially when in the form originally collected and unanalyzed.

4. Policy Owner

Data Governance Management Committee (DGMC)

5. Purpose

Data Governance is the overall management of the availability, integrity, and security of data used in the university, including a defined set of procedures and a plan to execute those procedures.

The purposes of this policy are:

- a) To establish and define the Institutional Data
- b) To define the data life cycle
- c) To establish the governance structure, including the responsibility and authority
- d) To define and communicate institutional data architecture.
- e) To monitor and enforce compliance with the data governance framework

6. Policy

The purpose of data governance is to protect the university’s data from unauthorized access or damage. The underlying principles followed to achieve this objective are:

- a) University data are the property of the university and shall be managed as an asset.
- b) Data shall be collected lawfully and appropriately in accordance with the requirements of the university.
- c) All university data shall be categorized according to a data classification scheme that defines security requirements based on impact and sensitivity.
- d) University data shall be created, processed, stored, shared, and or destroyed according to approved data governance standards.
- e) Data Governance roles and responsibilities shall be defined, and all entities and individuals within the scope of this policy will be held accountable according to the policies stated within.
- f) Resolution of issues related to university data shall be approved and documented by the designated committee responsible for data governance.
- g) Quality standards for university data shall be defined and monitored by the designated committee responsible for data governance.
- h) Necessary maintenance of university data shall be defined by the designated committee responsible for data governance.
- i) University data shall not be unnecessarily duplicated.
- j) University shall conduct periodic external audits.

7. Enforcement

- a) All individuals within the scope of this policy are responsible for understanding and complying with all applicable university policies, procedures, standards, and guidelines for dealing with university Data and its confidentiality, integrity, availability, and quality.
- b) Violations of this policy may result in disciplinary action in accordance with applicable university policies and procedures. revocation or restriction of computer privileges is also possible.
- c) Exceptions to this policy must be escalated according to the data governance roles and responsibilities guidelines.
- d) The Internal Audit reserves the right to audit the use and handling of all university data periodically to ensure compliance with this policy.
- e) Any individual within the scope of this document that has any knowledge or suspicion of a violation or inappropriate use and/or disclosure of university data must report it to the Data Governance Committee.

8. Waiver of Policy

The LUMS Vice Chancellor may waive a part or whole of the policy subject to any conditions or restrictions as they may deem fit and appropriate.

9. Exemptions and Revisions

The University, its officers, or any other person or entity associated with them shall have no liability whatsoever for any losses, damages, claims, legal costs, or other expenses that a person may suffer

or incur, whether directly or indirectly (including any loss of profit or damage to reputation) by reason of any proceedings instituted or measures taken pursuant to these procedures.

The provisions of this Policy may be revised or amended by the University from time to time in its sole and absolute discretion provided that any such revision or amendment in the Policy shall not apply to any proceedings that have commenced or affect the validity of any decision made, action taken, direction given, proceedings taken, instrument executed, penalty or punishment imposed or anything done lawfully and conclusively prior to the said revision or amendment.

10.Roles and Responsibilities of Policy Implementation

Roles and responsibilities with respect to the personnel involved in policy are described in the attached Annexure.

11.Title of Position with Maintenance Responsibility

IST's Governance, Risk, and Compliance section shall be responsible for the maintenance of the Policy including its periodic review and approval of any subsequent modifications to the said policy.

12.Non-Compliance with Policy

Disciplinary process by the University shall be initiated in case non-compliance of policies and procedures is identified.

13.Related Documents/Policies

- 1 Data Governance Organizational Structure - v1.2
- 2 Data Governance Job Description Manual – v1.2
- 3 LUMS DGO Staff Title Names – v1.0
- 4 Risk Management Procedures - v1.2
- 5 Data Assets Register – v1.1
- 6 Risk Assessment Sheet v1.1
- 7 Data Security Risks
- 8 Electronic Institutional Data & Data Lifecycle – v1.0
- 9 Data Capture and Quality Procedures – v1.0
- 10 Register of Systems – v1.0
- 11 Data Classification Procedure – v1.0
- 12 Data Handling Procedures – v1.2
- 13 Data Classification Matrix – v1.0
- 14 Data Retention Matrix -v1.0

14.Distribution and Physical Security

Access to policies and procedures on the intranet portal shall be restricted and access shall be provided by the Policy Owner through the LUMS Access Management Process. For further information, refer to the Access Management Policies and Procedures. However, in case a hard copy is required, printing rights shall be granted to the respective stakeholder as part of the standard Access Management Process.

Where there is a change in responsibility of an employee, the copy/access that the employee has of the policy document should be handed over to the new employee and this action shall be documented in the previous employee's handing over notes. When an employee leaves the employment of LUMS, then the copy of/access to the policy document should be returned to/revoked by the Head of Department/IST Department prior to his departure.

15. Contacts

Contact	Designation	Email
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