

## DATA GOVERNANCE REVIEW POLICY

|                            |                                              |
|----------------------------|----------------------------------------------|
| <b>Document Title:</b>     | Data Governance Review Policy                |
| <b>Document ID:</b>        | IST/DIR/ISP/007                              |
|                            |                                              |
| <b>Document Type:</b>      | Unit Level Policy                            |
| <b>Owner:</b>              | Manager Governance, Risk & Compliance        |
| <b>Approval Authority:</b> | Director – Information, Systems & Technology |
|                            |                                              |
| <b>Approval Date:</b>      |                                              |
| <b>Effective Date:</b>     |                                              |
| <b>Version Number:</b>     | 00                                           |
| <b>Last Review Date:</b>   |                                              |
| <b>Next Review Date:</b>   |                                              |

## CHANGE RECORD

| Author               | Version | Change Reference           | Date           |
|----------------------|---------|----------------------------|----------------|
| Fayzan Sarwar- Ebryx | 00      | Draft policy prepared      | March 01, 2023 |
| Tariq Sheikh         | 00      | Draft policy Reviewed      |                |
| Faisal Kheiri        | 00      | Review of the draft policy |                |
|                      |         |                            |                |

## APPROVALS

| Name              | Designation    | Signature | Date |
|-------------------|----------------|-----------|------|
| Dr. Tariq Jadoon  | Provost        |           |      |
| Mr. Faisal Kheiri | Director - IST |           |      |

## Contents

|                                                              |   |
|--------------------------------------------------------------|---|
| Data Governance Review Policy .....                          | 3 |
| 1. Purpose .....                                             | 3 |
| 2. Scope .....                                               | 3 |
| 3. Applicability .....                                       | 3 |
| 4. Policy .....                                              | 3 |
| 5. Waiver of Policy .....                                    | 4 |
| 6. Exemptions and Revisions .....                            | 4 |
| 7. Roles and Responsibilities of Policy Implementation ..... | 4 |
| 8. Title of Position with Maintenance Responsibility .....   | 4 |
| 9. Non-Compliance with Policy .....                          | 4 |
| 10. Related Documents/Policies .....                         | 4 |
| 11. Distribution and Physical Security .....                 | 4 |
| 12. Contacts .....                                           | 5 |

## **Data Governance Review Policy**

### **1. Purpose**

The data governance review policy is the process of periodically assessing and evaluating the effectiveness of the university's data governance policies, procedures, and practices to ensure that they remain current and aligned with organizational needs.

### **2. Scope**

This procedure is for all the individuals, committees, and offices associated with the data governance organization mentioned in the data governance job description manual.

### **3. Applicability**

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

### **4. Policy**

1. All data governance policies and procedures should be reviewed at least once every 12 months to ensure they remain current and effective.
2. A comprehensive evaluation and review of the organization's data governance policies and procedures include.
  - 2.1. An evaluation of the organization's data policies, standards, and guidelines should be done to ensure they align with the organization's objectives, legal and contractual obligations, and technological advancements.
  - 2.2. An assessment of the organization's data quality framework, which ensures data accuracy and completeness.
  - 2.3. An evaluation of the organization's data classification and privacy measures to ensure compliance with the university's procedures, and to protect internal/protected/restricted data from unauthorized access or breaches.
  - 2.4. An assessment of the organization's data lifecycle including data retention, archiving, and disposal policies, to ensure that data is managed effectively throughout its lifecycle.
  - 2.5. An evaluation of the organization's data governance framework including the roles and responsibilities of key stakeholders and the governance structure, to ensure effective decision-making and accountability.
3. Risk assessment should be conducted to identify and address process issues e.g., areas of weakness in existing data governance policies, procedures, and guidelines. Appropriate measures should be taken to mitigate identified risks.
4. Feedback and recommendations should be requested from relevant stakeholders, including business units, legal, compliance, IT, and data security teams.
5. Office of data governance should review and update the policies and procedures in the light

of feedback and recommendations.

6. Any changes or updates to data governance policies and procedures should be approved by the data governance management committee.

## **5. 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.

## **6. 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.

## **7. Roles and Responsibilities of Policy Implementation**

Roles and responsibilities with respect to the personnel involved in policy rest with the Data Governance Office.

## **8. 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.

## **9. Non-Compliance with Policy**

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

## **10. Related Documents/Policies**

None

## **11. 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.

## 12. Contacts

| Contact                   | Designation                           | Email                     |
|---------------------------|---------------------------------------|---------------------------|
| <b>Ms. Iffat Chaudhry</b> | Manager Governance, Risk & Compliance | iffat@lums.edu.pk         |
| <b>Mr. Faisal Kheiri</b>  | Director- IST                         | faisal.kheiri@lums.edu.pk |
|                           |                                       |                           |