National Open University of Nigeria

Policy Title	Data Governance Policy
Policy No:	NQSA/POL/IGM/013
Owner:	National Open University of Nigeria (NOUN)
Approved By:	The University Senate
Manager/Driver:	DVC, Technology, Innovation and Research
Date of Approval:	
Date of Next Review:	The date will be 3 years from the date of approval (to be inserted after approval)

1.0   Introduction

The National Open University of Nigeria is the largest single- mode tertiary institution in the West African sub-region which has an active staff population of over six thousand (600) members of staff and more than one hundred thousand (100,000) active students spread across the country who require adequate communication of data to perform their tasks and for adequate learning experience respectively. The University data should be in a centralized place where members of staff, with authorization can access these data for the purpose of creating a better learning environment for the students.

The "University data" refers to the collection of data element relevant to the academic and operational activities of National Open University of Nigeria. For effective and innovative management of the university, data collected must be easily accessible, must represent the information intended and must be easily integrated across the Management Information System of NOUN.

1.1   NOUN Mandate and Objectives

The mandate of the National Open University of Nigeria as espoused in the University Act (as amended 2018) is to widen access to University education; encourage and promote scholarship and conduct research in all fields of learning and human endeavours; relate its activities to the social, cultural and economic

needs of the people of Nigeria and other activities appropriate for a university of the highest standard.

The specific objectives are to:

- Widen access to ensure equity and equality of opportunities to university education for all.
- Promote Education for all and Lifelong learning.
- Ensure the entrenchment of global digital learning culture
- Provide infrastructure for the development and delivery of instructional resources through efficient use of appropriate information and communication technologies.
- Provide flexible, cost effective and quality education.
- Provide access to and delivery of quality education (Strategic plan 2018-2023).

1.2   Institutional Vision and Mission

Vision

To be regarded as the foremost University providing highly accessible and enhanced quality education anchored by social justice, equity, equality, and national cohesion through a comprehensive reach that transcends all barriers.

Mission

To provide functional, cost-effective, flexible learning which adds lifelong value to quality education for all who seek knowledge.

2.0 Purpose

2.1   The purpose of the data governance policy is to ensure that the University data meets the standard criteria within NOUN's academic and operational data systems.

2.2   Data governance policies are crucial frameworks that the university implements to ensure the proper management, security, and usage of data. A

well-structured data governance policy typically covers several key areas to ensure that data across the university is accurate, accessible, consistent, and protected.

3.0   Scope

This policy encompasses all University's activities, processes, and guidelines that needs to be implemented to manage its data assets effectively and efficiently. It is fundamental to ensure that data across the University is accurate, accessible, consistent, secure and used in compliance with legal and regulatory requirements. This policy applies to all University members involved with or responsible for data collection, storage, processing, and sharing.

4.0   Definitions

4.1   **Data Quality**: Policies to ensure that data is accurate, complete, and reliable. This includes procedures for data validation, cleaning, and reconciliation.

4.2   **Data Security**: Guidelines and protocols for protecting data from unauthorized access, breaches, and theft. This involves encryption, access controls, and regular security audits.

4.3   **Data Privacy**: Ensuring compliance with data protection regulations such as NDPR (Nigeria Data Protection Regulation) in Nigeria, or other international data protection laws. Privacy policies should address data collection, processing, storage, and sharing practices.

4.4   **Data Accessibility**: Guidelines on how data is stored, archived, and made accessible to authorized users. This includes the use of data catalogs and metadata management to facilitate data discovery and access.

4.5   **Data Lifecycle Management**: Policies related to the creation, use, archiving, and deletion of data. This includes defining the lifecycle stages of different types of data and their respective retention policies.

4.6 **Compliance and Auditing**: Procedures for ensuring that data management practices comply with internal policies and external regulations. This includes regular audits and assessments to identify and rectify compliance issues.

4.7 **Roles and Responsibilities**: Defining the roles and responsibilities of individuals, departments, faculties, directorates, units and study centres in data governance. This typically includes a data governance council or board, data stewards, and data owners.

4.8 **Data Sharing and Collaboration**: Guidelines for sharing data within and outside the organization, including data-sharing agreements, protocols for data exchange, and collaboration tools.

4.9 **Data Architecture and Standards**: Standards for data architecture, including data models, storage, and integration protocols. This ensures that data across systems is consistent and interoperable.

4.10 **Training and Awareness**: Programs to raise awareness about data governance policies and procedures among staff and stakeholders. This includes training on data security, privacy, and compliance.

4.11 **Data Stewards:** Act as guardians of the University data assets, ensuring that data policies and procedures are implemented effectively to support the University's goals and compliance with relevant regulations.

4.12 **Data Owner**: is a key role within University data governance framework, typically assigned to senior-level staff who have overall responsibility for the data assets within a specific domain.

5.0 Principles

5.1   The University should ensure that the processes for data collection, storage, processing, and sharing are transparent to stakeholders, including students, faculty, directorates, units and study centres. This involves clear communication about how data is used and for what purposes.

5.2   NOUN should protect the privacy and confidentiality of personal and sensitive information of staff and students in accordance with applicable laws and ethical standards.

5.3   The University should implement robust data security measures to protect against unauthorized access, disclosure, alteration, and destruction of university data. This includes physical, administrative, and technical safeguards.

5.4   The University should ensure compliance with all applicable laws, regulations, and policies regarding data handling, including those specific to education, research ethics, and intellectual property.

5.5   The University should maintain high standards of accuracy, completeness, and reliability in university data to support effective decision-making, academic research, and administration.

6.0   Policy Statements

6.1   NOUN commits to maintaining high standards of data quality by implementing rigorous data validation, cleansing, and enrichment processes to ensure accuracy, completeness, and reliability of the data throughout its lifecycle.

6.2   University data assets must be protected against unauthorized access, disclosure, alteration, and destruction through comprehensive security measures, including encryption, access controls, and regular security audits.

6.3   NOUN data governance policy must comply with all applicable data protection laws and regulations, including NDPR (Nigeria Data Protection Regulation) in Nigeria, or other international data protection laws, by adopting strict data privacy practices that govern the collection, processing, storage, and sharing of personal data."

6.4   NOUN must ensure that data is accessible to authorized personnel for legitimate purposes and that data sharing is conducted securely and in compliance with relevant agreements and regulations.

6.5   NOUN must adhere to a structured data lifecycle management policy, from creation to deletion, ensuring that data is managed efficiently and disposed of in a timely and secure manner when no longer needed.

6.6   NOUN must define clear roles and responsibilities for data governance, including the appointment of a Data Governance Council, Data Stewards, and Data Owners, to oversee and enforce data management practices.

6.7   The university must commit to regular auditing and monitoring of our data management practices to ensure compliance with this policy, internal standards, and external regulatory requirements, and to implement corrective actions when necessary."

6.8   The Data Centre must adhere to established data architecture and integration standards to ensure consistency, interoperability, and efficient management of data across systems.

6.9   NOUN should provide ongoing education and training for staff on data governance principles, policies, and procedures to foster a culture of data responsibility and security.

6.7   NOUN data governance policy and practices will be subject to continuous review and improvement to adapt to changing technology, business needs,

and regulatory environments, ensuring that our data governance framework remains effective and relevant.

7.0   Policy Implementation

7.1   This policy takes effect from the date of approval by the University Senate.

7.2   The policy when approved will be communicated to the stakeholders through training and workshop.

7.3   The Standard Operating Procedures of the stakeholders will be properly integrated to enhance adequate and easy communication among them.

7.4   Each faculty, department, directorate, and unit must ensure a trustworthy and accountable staff is given access to the sensitive NOUN Database.

8.0   Sanctions of Violating this Policy

8.1   Where there is a breach, the staff assigned to the particular access in the Faculty, Department, Directorate, and Unit shall be handed over to the University Disciplinary Committee. And where no one is assigned, the Data Steward shall receive query from the University Management.

8.2   Any staff who violates the policy or hinders the successful implementation of the policy shall be handed over to the University Disciplinary Committee for appropriate sanction.

9.0   Policy Alignment

9.1   NOUN Data Centre Policy
9.2   NOUN ICT Policy

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