



Data Quality Statement 2021 - 2023

Equality Impact Assessment: Askham Bryan College recognises the importance of the Equality Act 2010 and its duties under the Act. This document has been assessed to ensure that it does not adversely affect staff, students or stakeholders on the grounds of any protected characteristics.

1. STATEMENT

- 1.1 This statement applies to all members of the College and its partner organisations that have responsibility for any aspect of College data collection, maintenance or disposal.

2. PURPOSE

- 2.1 The Data Quality Statement sets the College position with regard to data quality and enables the creation of standards for the management of the College data.

3. DEFINITIONS

Data and Information

- 3.1 Data are facts and statistics collected together for reference or analysis. When data is processed, organised, structured or presented in a way that gives it context and therefore makes it more useful, it is called 'information'.
- 3.2 In the context of this document and the College's Information Governance framework, the terms 'data' and 'information' can be used interchangeably.

Information System Owner

- 3.3 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 College regulations and statutory obligations.
- 3.4 The College establishes the roles and responsibilities of the Information System Owners associated with the governance of the information & data assets in its Information System Owners Processes.

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Data Quality

3.5 A perception or an assessment of data's fitness to serve its purpose in a given context. In line with the Audit Commission Data Assurance Framework, the characteristics of quality data can be defined as: accuracy, validity, reliability, timeliness, relevance, completeness and compliance.

Data Quality Statement

3.6 High quality data enables accurate reporting and informed decision-making. Askham Bryan College recognises this key role, as well as the risks associated with poor data quality. Hence, the College is committed to continually improve the quality of its data.

4. RISKS ASSOCIATED WITH POOR DATA QUALITY

4.1 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, possibly 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 unrecognised and unrewarded;
- poor services may not be improved.

4.2 The College includes failure to ensure appropriate data quality on its Risk Register.

5. CHARACTERISTICS OF QUALITY DATA

The College defines the characteristics of quality data as follows:

5.1 Accuracy

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

5.2 Validity

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

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5.3 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.

5.4 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.

5.5 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.

5.6 Completeness

- Data should be complete.

5.7 Compliance

- Data must comply with regulations on data protection and security.

6. DATA QUALITY OBJECTIVES

The College aims to set the following objectives with regards to data quality:

6.1 Responsibility, accountability and awareness

- Information Systems Owners are known and aware of their responsibilities;
- All staff are made aware of this Data Quality Statement, data quality impact and risks, and how they can contribute to better data quality;
- Where appropriate, maintaining data quality standards is recognised in job; descriptions and forms part of the appraisal process.

6.2 Definitions, policies and procedures

- The College defines data requirements and assurance standards;
- Local procedures exist for key activities and major data collection exercises

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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.

6.3 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.

6.4 Security

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

6.5 Staff Development

- Appropriate staff development is provided at induction and periodically to enable staff to meet the objectives of this Statement;
- Changes to policies and procedures are communicated in a timely and effective manner;
- Staff knowledge and capability is reviewed regularly, and appraisal plans updated to reflect any change in development needs.

7. PRINCIPLES

7.1 Askham Bryan College is committed to provide data quality as stated in the Data Quality Statement.

8. SCOPE AND LIMITATIONS

8.1 This Statement applies across all sites, to all staff, students and visitors to College premises.

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

- finance data;
- learning resource data;
- research activity data;
- staff data;
- student data;
- space & asset resources data.

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9. RESPONSIBILITIES

- 9.1. The Vice Principal will have overall responsibility for ensuring compliance with this statement.
- 9.2. The Vice Principal will be assisted by the Assistant Principal Quality & Performance and the Data Protection Officer to ensure compliance with this Statement.

10. MONITORING AND REVIEW

- 10.1 The Vice Principal will maintain oversight of the effectiveness of these arrangements. This statement and the implementation arrangements which underpin it will be reviewed annually by the Vice Principal.

11. Regulations

In all aspects of this policy statement, the College will comply with the following:

11.1. Data Protection Policy

A high level, public facing statement of the College's commitment and approach to data protection.

11.2. Freedom of Information Policy

Establishes the College's commitment and approach to fulfilling its obligations under the Freedom of Information Act 2000.

11.3. Data Classification Policy

Sets a framework for classifying and handling Askham Bryan College information based on its level of sensitivity, and its value to the College.

11.4. Information Governance – Askham Bryan College website

Central point of access to advice and guidelines for all aspects of information governance, including data protection, freedom of information and information security.

11.5. Information Governance Roles & Responsibilities

Establishes the roles and responsibilities associated with the governance of the College's information & data assets.

11.6. Publication Scheme

Lists the information and documents that the College makes public following advice from the Information Commissioner's Office.

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11.7. **Retention Schedule**

The **College's Data Retention Policy** offers guidance on the minimum length of time Askham Bryan College records should be retained to comply with legal, regulatory and operational requirements. This includes compliance with the Data Protection Act 2018, GDPR and the Freedom of Information Act 2000.

11.8 Further information can be obtained by contacting the College's Data Protection Officer, Judith Clapham, at judith.clapham@askham-bryan.ac.uk

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