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D2. DATA QUALITY AND ASSURANCE POLICY

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Contents

1. Policy Statement

To collect, store and use Data in a manner that ensures it is relevant, timely, accurate, coherent transparent and accessible. Data will be assessed and managed in accordance with the AI Data Quality Framework to ensure that it is of a quality that is fit for purpose.

2. Purpose

The primary purpose of this policy is to ensure that high quality data are available to support policy and strategic decisions within AI

a. The Institute needs timely, accurate and reliable data in order to manage activities and meet internal and external requirements to demonstrate accountability through accurate reporting.

b. Specifically the Institute needs to ensure its data quality so that it can:

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- Provide effective and efficient services to students, staff and other stakeholders.

- Produce accurate and comprehensive management information on which timely, informed decisions can be made to inform the future of the institution.

- Produce accurate external returns to ensure accurate funding allocations, and to demonstrate accountability to public and private funders.

3. Applicability

The scope of this policy includes data held in the institution on all Institute-wide systems, and any data collected from these systems that are used to inform analysis and reporting of data relating to:

- Finance Data

- Student Data

- Staff Data

- Estates Data

- Research Data

- Etc.

4. Data Quality Objectives

The characteristics of good quality in the points above provide the criteria against which the significance and purpose of the data must be balanced. The objectives are set out below and the bullet points indicate the approach to achieving them.

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4.1 Appropriate Responsibility, Accountability and Awareness

- Every member of staff should recognise the need for good quality data and how they can contribute to it

- Every member of staff should play their role / individual responsibilities with regard to data collection, storage, analysis and reporting

- Every member of staff should be aware of the implications and consequences of poor data quality in their area in terms of internal and external accountability including those affecting other departments and the institution as a whole

- Every member of staff should report any systematic data quality issues immediately to their manager who should ensure remedial action is taken

- Every member of staff should be aware and must adhere the policies related to data quality on security and data protection, failing which, the management will initiate strict disciplinary action against all concerned.

4.2 Appropriate Policies and Procedures

- Institute's procedures must exist for all key activities such as major data collection exercises and external returns

- Heads of Colleges / Institutes should ensure that all such policies and procedures are adopted and embedded within working processes and that compliance is achieved

4.3 Appropriate Systems and Processes

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- Guidelines for all processes supporting key data requirements as defined by the institution should exist and be followed consistently across the institution

- Data collection systems should contain internal validation to ensure accurate and complete data

- All data should be stored electronically

4.4 Appropriate Security

- The institution should have in place appropriate security arrangements to ensure that data is protected from unauthorised access from outside the institution

- All Institute-wide systems should have security arrangements in place to ensure appropriate levels of access to data by individual staff and students

4.5 Appropriate Staff Development

- All stakeholders of AI are considered inputs for data and must therefore, have appropriate knowledge, competencies and capacity to carry out the activity and preserve data quality

5. Responsibility for Data Quality and Data Quality Assurance

5.1 Institutional responsibility

Although ultimate responsibility for data quality assurance lies with Governing Body, it is an integral part of the role of all members of staff to ensure that they follow the

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principles of this policy in order to maximise the accuracy, timeliness and quality of data collected and recorded, analysed and reported.

5.2 Risk

Key risks relating to data are as follows:.

- Data could give misleading external and internal impressions of institutional performance in teaching and research..

- Poor data could result in reputational damage in areas such as student recruitment and access, and student records.

- Poor data could lead to inadequate reporting to sponsors of research, resulting in financial penalties from funders or, depending upon the extent of the problem, reputational damage and diminished funding for research.

- Inaccurate data could lead to reduced future funding (holdback) thereby undermining the cash flow forecasts and adversely affecting financial health.

6. Quality Data

The framework includes seven key characteristics of good quality data, to which the Institute has added one further characteristic, and which may be summarised as follows:

6.1 Accuracy

- Data should provide a clear representation of the activity/interaction

- Data should be in sufficient detail

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- Data should be captured once only as close to the point of activity as possible

6.2 Validity

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

6.3 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

6.4 Timeliness

- Data should be collected and recorded as quickly as possible during / after the event or activity

- Data should remain available for the intended use within a reasonable or agreed time period

6.5 Relevance

- Data should be relevant for the purposes for which it is used

- Data requirements should be clearly specified and regularly reviewed to reflect any change in needs

6.6 Completeness

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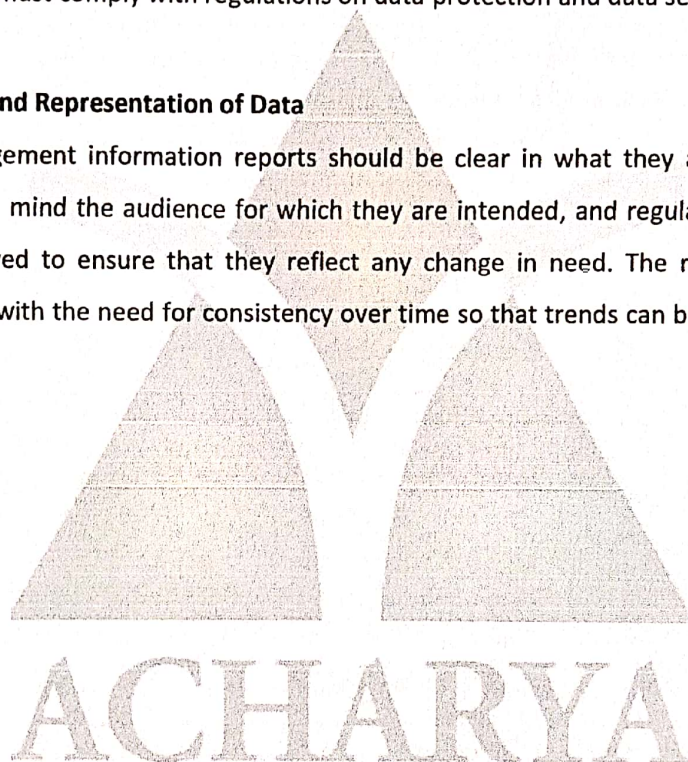| Policy N°: AI/IT/DQA/002	Version N°: 002	Owner: Directors	Page 7 of 8
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- Data should be complete

- Data should not contain redundant records

6.7 Compliance

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

7. Reporting and Representation of Data

All management information reports should be clear in what they are representing, bearing in mind the audience for which they are intended, and regular reports should be reviewed to ensure that they reflect any change in need. The review should be balanced with the need for consistency over time so that trends can be recognised and reported.

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