Data Steward Roles and Responsibilities Guidelines

Access to the data stored in the University’s computer systems is managed by the person or department who is ultimately responsible for the definition, management, control, and integrity of the data resource. This person is often called the data steward.

This document outlines best practices data stewards should consider as a part of their role & responsibilities.

A data steward should

- Understand the data for which they are a steward.
- Understand how University business processes relate to their data.
- Work to assure that data is appropriately classified as confidential, sensitive, vital or public as it relates to the distribution of the data.
- Identify procedures for maintaining data confidentiality.
- Assure that there are documented and published processes for granting system access and privileges.
- Provide and track appropriate training prior to granting access to the requested data or system.
- Review and approve individual requests for data and the use of the requested data.
- Review and maintain updates to data standards manuals relevant to the Data Steward’s business area.