**University of Baltimore**

## III- 3.1 Institutional Data Management Policy

Approved by President Robert L. Bogomolny on 08/04/2009
Effective as of 08/04/2009
Last Reviewed: 01/20/2026

## Policy Statement

The University of Baltimore's Institutional Data, by definition, practice and intent, are University assets. Institutional Data are owned by the University and not by individual persons, units, or departments of the University.

Institutional Data will be safeguarded and protected. As University assets, Institutional Data will be protected from deliberate, unintentional or unauthorized alteration, destruction and/or inappropriate disclosure in accordance with established institutional policies and practices, and federal and state laws. Data will be shared based on institutional policies. Institutional Data will be made accessible to all authorized users and systems, as defined in institutional policies.

Data will be managed as an institutional resource. Data organization and structure will be planned on functional and/or institutional levels. Data usage and data sources will be managed through the data stewardship principles of administering and controlling data access, quality and standards in support of institutional goals and objectives.

Institutional Data will be defined and identified. Standards will be developed for their representation in the database.

Data sets will be developed based on needs of University processes. Data standards and guidelines concerning the structure and uses of these data sets will be developed to support our institutional processes. These processes, standards, and guidelines will, in turn, drive the implementation of application software that generates integrated databases.

The quality of Institutional Data will be actively managed. Explicit criteria for data validity, availability, accessibility, interpretation, and ease of use will be established and promoted. Controls will be established to ensure the completeness and validity of the data, and to manage redundancy. Action programs for data quality improvement will be implemented.

## Policy Requirements

## Goals

Successful management of Institutional Data is critical to the administrative functions of the University. Through active planning, organization, and control of these institutional assets, the University will:

- Manage data as a strategic asset to improve the quality of services to faculty, staff and students.

- Create data sets and implement application software that generates integrated databases that are consistent, reliable and accessible to meet institutional requirements.
- Provide data management services that result in the highest quality data to all units to help maximize the efficiency and effectiveness of their processes.

## Reason for Policy

To establish policy for the management of Institutional Data (as defined below) and the responsibilities for the protection of those data. The policy will serve to:

- Ensure establishment, maintenance and delivery of stable, reliable, and accessible collections of Institutional Data in electronic form for shared access by the University community;
- Maximize the value received from Institutional Data by increasing the understanding of data and their use;
- Provide an integrated view of the functions of the University;
- Improve direct access to Institutional Data by end-users;
- Support the University's strategy to incorporate information technology as an integral part of decision-making, competitive positioning, and delivery of services.

## Definitions

Institutional Data: A data element qualifies as Institutional Data if it is:

- Generated or collected in the course of or in furtherance of the business of the University;
- Exists in digital form, capable of being electronically stored or transmitted; and
- Resides or resided at any time in the past on any University-owned computer, server, or storage medium.
- Paper records that do not meet these criteria are not subject to this policy, although they may be subject to other, similar policies of the University.

University Data: An Institutional Data element qualifies as University Data if it is:

- Neither Unit-Specific nor Individual-Specific Data as defined below; and is
- Relevant to planning, managing, operating, controlling, or auditing administrative functions of an administrative or academic unit of the University; or
- Generally referenced or required for use by more than one organizational unit; or
- Included in an official University administrative report; or
- Used to derive an element that meets one or more of the criteria above.

Unit-Specific Data: An Institutional Data element qualifies as Unit-Specific Data if it is:

- Uniquely pertinent to the work of a single office or unit and used and accessible solely by individuals within that office or unit. While correspondence and other documents (whether in print, electronic or digital formats) may contain University Data subject to this policy, correspondence and

documents themselves will generally not qualify as University Data applying the above criteria. Ownership of and access to correspondence and documents created or received by University personnel are governed by the University System of Maryland Policy on Records Management, the University of Maryland Intellectual Property Policy, the Public Information Act of the State of Maryland, the Guidelines for the Acceptable Use of Computing Resources, and other policies and guidelines.

Individual-Specific Database: An Institutional Data element qualifies as Individual-Specific Data if it is generated and maintained by an individual affiliated with the University as an employee, contractor, or student within the scope of that individual's relationship with the University and if it is not generally communicated to or used by other members of the University community.

## Responsibilities

Every University Dean, Department Chair, and Director is responsible for implementing and ensuring compliance with this Institutional Data Management Policy and must initiate corrective action with the proper authorities of the University if it is needed. Responsibilities include:

- Communicating this policy to employees.
- Establishing specific goals, objectives, and action plans to implement the data policy.
- Developing plans that guide information system and database development to satisfy both customers and institutional needs.
- Actively supporting strong data management through data stewardship as defined in policies and procedures promulgated in connection with this policy.
- Making education and training in data management principles available to staff whose jobs require them to access, maintain or use Institutional Data.