

SUBJECT DATA GOVERNANCE	POLICY NUMBER 12.02	
POLICY MAINTENANCE ADMINISTRATOR: Chief Data Officer		
PURPOSE/SCOPE: To establish a data governance program.		

I. AUTHORITY

Chapter 119, Florida Statutes, Public Records

Chapter 257, Florida Statutes, Public Libraries and State Archives

Section 281.301, Florida Statutes, Security and firesafety systems; records and meetings exempt from public access or disclosure.

Section 282.318, Florida Statutes, Security of data and information technology.

Section 320.03(10), Florida Statutes, Registration; duties of tax collectors; International Registration Plan.

Section 320.05, Florida Statutes, Records of the department; inspection procedure; lists and searches; fees.

Section 320.833, Florida Statutes, Retention, destruction, and reproduction of records; electronic retention.

Section 321.23, Florida Statutes, Public records; fees for copies; destruction of obsolete records; photographing records; effect as evidence.

Section 322.135, Florida Statutes, Driver license agents.

Section 322.20, Florida Statutes, Records of the department; fees; destruction of records.

Section 328.40, Florida Statutes, Administration of vessel registration and titling laws; records.

Rule Chapter 15-1.012(12), Florida Administrative Code, Department of Highway Safety and Motor Vehicles, Organization and Operation, Delegation of Authority.

Rule Chapter 1B-24, Florida Administrative Code, Public Records Scheduling and Disposition

Rule Chapter 1B-26, Florida Administrative Code, Records Management – Standards and Requirements

Rule Chapter 60GG-2, Florida Administrative Code, Information Technology Standards

Executive Director SIGNED ORIGINAL ON FILE	Origination Date 08/12/2019
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II. RELATED POLICIES

MP 3.08, Ethics and Personal Responsibility

MP 3.12, Department Fraud

MP 8.01, Information Technology Security

MP 8.03, Acceptable Use of Information Technology Resources

MP 8.04, Requesting Information Technology Services

MP 8.07, Security Breach of Personal Information

MP 9.03, Providing Records to the Public

MP 9.04, Records Management

MP 13.01, NTIS Limited Access Death Master File Compliance

Florida Department of State Handbooks:

1. General Records Schedules
2. Basics of Records Management
3. Electronic Records and Records Management Practices
4. Files Management Handbook (Chapters 5&6)

III. DEFINITIONS

- A. Chief Data Officer – The individual who reports to the Chief Performance Officer and directs the activities of Data Governance throughout the department. Responsible for data governance program planning and management; developing implementation activities; establishing service goals to measure data quality, custody, security and definitions; overseeing department standards and measures; administering department policies; and coordinating liaison activities surrounding data governance awareness and education campaigns.
- B. Data Governance – The process by which the department manages information awareness, accuracy, availability, reliability, trust, valuation and support processes to affect lasting change and ensures the long-term success of the department's Public Safety, Service Delivery and Member Experience goals.
- C. Data Stewards – Individuals who are tasked with data set identification, definition activities, and the initiation of data set priorities, classification, compliance and quality efforts within each program area.

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- D. Department Partners – External stakeholders such as Law Enforcement Agencies, State and Federal agencies, IT vendors, Tax Collectors, Clerk of Courts, and Bulk data customers.
- E. Executive Leadership Team – Consists of the Executive Director, Chief of Staff, Deputy Executive Director, Florida Highway Patrol Director, Motorist Services Director, Administrative Services Director, Chief Information Officer, Chief Performance Officer, Chief Financial Officer, Inspector General, General Counsel, Legislative Affairs Director and Communications Director.
- F. Member – As used in this policy, ‘member’ means any full or part-time person employed by the department in a Senior Management Service, Selected Exempt Service, Career Service or Other Personal Services position.
- G. Procedure – Written directive that describes approved and recommended steps for the performance of an activity or sequence of activities. Procedures provide guidelines for carrying out agency activities.
- H. Quality – Extent or standard to which the following elements are met by the data:
1. Fit for purpose: The degree to which the data meets specified or intended requirements.
 2. Conformance to requirements: The degree to which the data meets specified system design requirements defined in the schema, such as data type (VARCHAR, FLOAT, STRING, INTEGER) and specified character length.
 3. Cost to produce or store: The degree to which the creation or storage of the data impacts the department’s financials/budget. Price and Cost are connected.
 4. Price to provide: The degree to which providing the data to the department or partners for use impacts the department’s financials/budget. Price and Cost are connected.
 5. Conformance to standards: The degree to which the data meets Federal, State or industry standards such as CJIS (Criminal Justice Information Services), DPPA (Driver’s Privacy Protection Act), HIPAA (Health Insurance Portability and Accountability Act), PCII (Protected Critical Infrastructure Information).
 6. Performance of data: The degree to which the data provides information to improve business processes or generate value. This is often tied to the cost/price relationship.
 7. Customer satisfaction: The degree to which the consumer of the data is satisfied with the above six elements.

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IV. POLICY

To contribute to public safety, service delivery and member experience, the department will establish and maintain a Data Governance program, under the auspices of the Chief Data Officer, to catalog, safeguard and improve the quality of data assets. The Data Governance program will have a clearly defined vision, goals and measurable objectives aligned to the department's strategic plan. Implementation, definitions, scope and management of data governance will occur through the department's existing tiered governance structure.

V. ROLES AND RESPONSIBILITIES

- A. Executive Leadership Team: Ensures adequate resource allocations based on approved scope of program. Provides strategic direction and support to the data governance program and the Chief Data Officer.
- B. Division Leadership: Identifies Data Stewards and allocates resources for data steward activities.
- C. Chief Data Officer: Manages the data governance program. Identifies, advocates and manages the data governance framework within the department. Provides ongoing education on data governance program practices. Provides data governance status updates to department governance, recommends policy changes, data definitions, improvement initiatives and quality concerns.
- D. Data Governance Team: In conjunction with the department's existing Governance team, data governance members will prioritize data assets for inclusion into the data governance program. Provides direction on data governance procedural issues and allocates resources for data governance processes.
- E. Data Stewards: Participate in learning activities related to the data governance program. Apply the data governance framework within the scope of the data asset assigned.
- F. Members: Treat data as an asset and comply with data governance framework.
- G. Department Partners: As a partner of the State of Florida, this policy encourages support of data security, data quality and data compliance initiatives and awareness efforts.

VI. PROCEDURES

Please reference the Data Access and Usage Procedures.