

Administrative Policy

Data and Information Management



Program Impacted	Project & Asset Management <i>The City of Edmonton's projects are well managed and assets are maintained for accountable service delivery.</i> Technology & Data <i>The City of Edmonton's technology and data are leveraged to enable quality decision-making and enhance innovative service delivery.</i>
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Policy Statement

As a data-informed organization, the City of Edmonton will manage its data and information assets as strategic resources in an integrated manner to maximize their value in use, both internally and externally.

The City will ensure its data and information are managed in compliance with the law. The City is responsible for aligning with best practices, using data and information ethically, safeguarding data and information from harm, and protecting individual privacy rights.

Guiding Principles

The City will use the following principles for data and information management:

- **Open by default:** Openness increases transparency, accountability, community engagement, innovation and economic opportunity.
- **Manage the entire lifecycle:** Managing data and information through all the stages maintains their integrity and value.
- **Continually engage stakeholders:** Understanding the needs of stakeholders leads to better outcomes.
- **Ensure an integrated approach:** Integration improves collaboration, increases accessibility and maximizes the quality of data for decision-making.
- **Establish accountability and decision-making authorities:** Stewardship creates a vested interest in the care of data and ensures that the right people are making the right decisions with the right information.
- **Use forward-looking and iterative practices and technology:** Commitment to continuous improvement, innovation and system evolution will meet current and future stakeholder needs.

- **Balance current conditions with future requirements:** Coordinating short term opportunities with long term requirements ensures that compliance, investment and benefits are maximized.

Data and Information Management Functional Domains

There are seven functional domains of data and information management that must be integrated and holistically managed:

1. **Access (A)** - Ensures that access to data and information is available and accessible to the fullest extent allowed by security, legal and ethical considerations.
2. **Business Intelligence (BI)** - Provides guidance, services and analysis aimed at understanding and improving organizational activities, services and opportunities.
3. **Data and Information Architecture (D&IA)** - Establishes data infrastructure to collect, store, integrate, interpret and convert data into information.
4. **Governance and Ethics (G&E)** - Integrates the management of data and information for openness and government that is accountable, ethical and transparent.
5. **Lifecycle Management (LM)** - Manages data and information through the cycles of planning, designing/enabling, creating/obtaining, enhancing, using, storing/maintaining and disposing in compliance with legal, operational, financial, technological and preservation requirements.
6. **Privacy (P)** - Maintains individual privacy, ensures compliance with the *Freedom of Information and Protection of Privacy Act* and applies high ethical and technical standards with regards to privacy principles.
7. **Security (S)** - Ensures that data, information and systems are safeguarded to mitigate the risk of cyber security breaches.

Each domain is equally important and relies on the others to achieve its aims.

All related administrative practices and rules and all activities to manage data and information fall into these seven functional domains and the Data and Information Management Policy is the umbrella to ensure cohesiveness, alignment and accountability among these domains.

Definitions

- **Data** Any object(s), number(s) or text that can be recorded or processed in different formats and in different environments.
- **Information** What is conveyed or represented by a particular arrangement or sequence of things, such as objects, numbers or text, in any medium or form.