ASU Data Steward and Data Trustee Standard
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The following Change is requested:

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Correction

Section ____, page ____ contains the following erroneous information:

This information should be changed to:

Attach additional sheets if necessary to fully describe the change or correction.
3 DATA STEWARD AND DATA TRUSTEE ROLES AND RESPONSIBILITIES

3.1 Data Steward
Data Stewards are senior University officials or their designees with planning and policy-level responsibility for data within their functional areas and management responsibility for defined segments of University data. Data Stewards work with the University Technology Officer to ensure that the appropriate resources (staff, technical infrastructure, etc.) are available to support the data needs of the entire University.

Data Steward responsibilities include:

- Assigning, training and overseeing the Data Trustee
- Overseeing the establishment of data policies in their areas
- Determining legal and regulatory requirements for data in their areas
- Ensure that Data Trustees implement segregation of duties rule in applicable areas
- Promoting appropriate data use and data quality

3.2 Data Trustee
Data Trustees are University officials with direct operational-level responsibility for the management of one or more types of University data.

Data Trustee responsibilities include:

- Developing and maintaining data classification according to the ASU Data Classification standard
- Developing, implementing, and managing data access policies
- Ensuring that data quality and data definition standards are developed and implemented
- Interpreting and assuring compliance with Federal, State, and University policies and regulations regarding the release of, responsible use of, and access to University data
- Coordinating and resolving issues and data definitions of data elements that cross multiple functional units
- Providing communications and education to data users on appropriate use and protection of University data