



# K-20+ Data Governance Policy

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## Policy Statement

The respective agencies of the South Dakota K-20+ Data Governance Committee acknowledge the underlying benefits that data sharing brings for the state. Greater efficiencies result from streamlining data collections and data analysis. This leads to a more robust environment for data-driven decision making. As stewards of interagency data, the K-20+ Data Governance Committee assumes the task of establishing sound Inter-agency Data Governance policies and practices while firmly upholding all applicable federal and state laws regarding data privacy, security, and confidentiality. The committee is committed to providing recommendations to ensure that all participating agencies adhere to the policies and processes that are established as data are employed to foster educational attainment, workforce readiness, and economic development for South Dakota.

## Scope

South Dakota's K-20+ Data Governance Committee (Committee) consists of state agencies interested in the stewardship of K-20+ data. These agencies are:

- South Dakota Department of Education (DOE)
- South Dakota Board of Regents (BOR)
- South Dakota Department of Labor and Regulation (DLR)

The scope of this work encompasses existing and future data sharing agreements between participating agencies. These agreements include both record-level as well as aggregate data that cross state agencies in paper or electronic formats. The scope of K-20+ Data Governance is to recommend policies and best practices in data management. K-20+ Data Governance structures serve in an advisory capacity only; K-20+ Data Governance data policies are legally non-binding and cannot supersede those already established by the participating agencies.

## Definitions of Key Terms

- **K-20+:** Analyzing the educational and work experiences of students from early childhood through college and careers.
- **Subject Matter Expert (SME):** Individual who exhibits a high level of expertise regarding longitudinal studies and related data analysis (performing a specialized job, task or skill within the organization).
- **Data Collection:** collection of student and administrative level data housed on agency or organizational servers.
- **Data Governance:** Establishes responsibility for data, organizing program area staff to collaboratively and continuously improve data quality through the systematic creation and enforcement of policies, roles, responsibilities and procedures.
- **Data Sharing:** Making data available to other organizations, agencies and departments for use in reporting documents. Data sharing provides an opportunity to compare data that cross national, state and/or departmental lines.
- **Confidentiality:** Ensuring data confidentiality as required by the state and federal privacy laws. Protection against the release of personal information.

- **Privacy:** An individual's right to control who has access to personal information about him or her which becomes data; protection against the release of personal information.
- **Metadata:** data that are used to provide context or additional information about other data.
- **Data Security:** The means of ensuring data is kept safe from corruption and access to it is suitably controlled as required by state and federal privacy laws.
- **Agency:** Administrative division of a governmental or constitutional body.
- **Inter-agency:** Made up of, involving or representing two or more agencies (*interagency cooperation*).
- **Data Retention:** Defines the policies of records management for meeting legal and business data archival requirements. A data retention policy weighs legal and privacy concerns against economics and need-to-know concerns to determine the retention time, archival rules, data formats, and the permissible means of storage, access and encryption as required by state and federal laws.
- **MOU:** A Memorandum of Understanding (MOU) is a document describing a bilateral or multilateral agreement between two or more parties. It expresses a convergence of will between the parties, indicating an intended common line of action.
- **MOA:** A Memorandum of Agreement (MOA) is a document which provides a written understanding of the agreement between parties to cooperate on an agreed upon project or meet an agreed objective. Also referred to as a cooperative agreement.

## Governance Roles and Responsibilities

### ***Executive Board (EB)***

- Provides vision and sets strategic directions for the K-20+ system;
- When enabled through formal policy referrals from the Data Governance Committee, exercises highest policymaking authority in the K-20+ system;
- Ensures sustained resources, funding, and political support for the K-20+ system;
- Receives periodic summaries of policy actions taken by the Data Governance Committee
- Comprised of one voting member from each participating agency (BOR, DLR, DOE)
- Includes designees from voting members who do not possess voting authority

### ***Data Governance Committee (DGC)***

- Executes the strategic directions defined by the Executive Board;
- Serves as the primary policymaking body in the K-20+ system;
- Enacts policies related to Inter-agency Data Sharing, including but not limited to:
  - K-20+ data definitions and standards;
  - Data request processes and prioritization guidelines;
  - Oversight, management, and of new and existing Inter-agency Data Sharing MOAs and MOUs;
- As determined by the Data Governance Committee, refers policy decisions beyond DGC purview to the Executive Board;
- Establishes policies and processes for annexing additional agencies into the K-20+ system;
- Communicates all policy actions to the Executive Board through periodic summaries;
- Apprises participating agencies of the purpose, scope, and requirements of the K-20+ system;
- Ensures that federal and state regulations related to data privacy, confidentiality, and security are strictly observed

**Ad Hoc Technical Review Panel(s) (TRP)**

- Comprise Subject Matter Experts from participating agencies; membership varies depending on specific data being shared;
- Provide guidance on technical matters related to data definitions, query parameters, business rules, quality checks, or related considerations;
- Provide validation of linked data as requested by the Data Governance Committee.

**Processes**

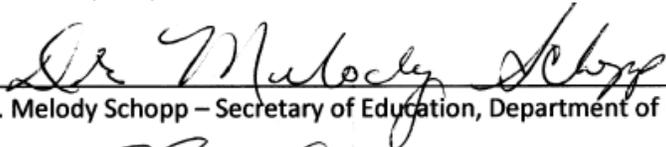
The members of the South Dakota K-20+ Data Governance Committee will be responsible for maintaining, adhering to, and enforcing policies created by the Committee. In addition to these responsibilities, the Committee has identified key processes that will be integral to K-20+ business operations and data integrity. The processes are identified below:

- Adding a new participating agency
- Exiting a participating agency
- Receiving and responding to data requests
- Communicating with participating agencies regarding new or revised data uses/reports
- Referring issues to Executive Board
- Recommend the Creation, modification, and/or termination of an MOU or MOA
- Integrating data, identifying master data source(s), and setting sufficient match rate criteria.
- Determining necessary Metadata for data requests
- Setting policies around Data Security, Confidentiality, Data Retention, and Privacy
- Determining public relations regarding the K-20+ effort

The K-20+ Data Governance manual provides the necessary detail for each of the aforementioned processes. Additionally, this list should not be considered exhaustive and may be modified with Committee approval at any time.

**Acknowledgement of Support**

We, the undersigned, support the goals of the above K-20+ Data Governance framework and affirm the value of this policy document.

  
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Dr. Melody Schopp – Secretary of Education, Department of Education

  
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Dr. Jack Warner - Executive Director, South Dakota Board of Regents

  
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Marcia Hultman - Secretary of Labor and Regulation, South Dakota Dept. of Labor and Regulation