

UTAH TRANSIT AUTHORITY POLICY

UTA.01.17

DATA GOVERNANCE

1) Purpose

This policy administers the methods by which business data is acquired, stored, or transferred throughout Utah Transit Authority (UTA), as well as distributed or shared with external parties. The framework identifies critical roles and the development of agency-wide procedures for Data Governance within and across all administrative data systems.

2) Definitions

“Business Semantics” means the information concepts that live in the organization, understandable for both business and Information Technology (IT). Business Semantics describe the business concepts as they are used and needed by the business instead of describing the information from a technical point of view.

“Data Architecture” means the method of design and construction of an integrated data resource that is business driven, based on real-world subjects as perceived by the organization, and implemented into appropriate operating environments.

“Data Asset” means a collection of data that is identified as a logical unit that (a) serves a specific informational business purpose; (b) has a business owner; (c) exists in a specified digital format in a specified location; and (d) can be valued by cost and informational business value.

“Data Design” means a combination of Business Semantics, Data Architecture, and Data Modeling.

“Data Governance” means the exercise of authority and control over the management of Data Assets as an oversight body.

“Data Management” means the business function that develops and executes plans, policies, practices, and projects that acquire, control, protect, process, deliver, and enhance the value of data.

“Data Modeling” means an analysis and design method, building data models to (a) define and analyze data requirements, (b) design logical and physical data structures that support these requirements, and (c) define business and technical Metadata.

“Metadata” means data that defines and describes the characteristics of other data, used to improve both business, and technical understanding of data and data-related processes.

“Senior Level Sponsor” means a leader within the agency who actively aligns organizational strategies and goals with data strategies and associated plans.

3) Policy

A. Key Principles

1. Applicability

- a. This policy applies to the Data Governance Senior Level Sponsor, administrator, committee members, data owners, data stewards, functional users, data custodians, and all other UTA employees and consultants who create, manage, or rely on data for reporting, decision making, or planning, regardless of the form of storage or presentation.

2. Data Governance Objectives

- a. Establish appropriate responsibility for the management of UTA data as an agency asset.
- b. Improve ease of access to data and ensure that users understand the data.
- c. Improve the security of the data, including appropriate use, confidentiality, and protection from loss.
- d. Improve the integrity of the data, resulting in greater accuracy, timeliness, and quality of information for decision-making.

3. Business Ownership, Data Custodianship, and Data Stewardship

- a. Data is treated as an asset, therefore, it must have explicitly assigned business ownership.
- b. Data custodians act upon the business owners' instructions, but do not assume ownership accountability.
- c. Data stewards ensure adherence to Data Governance policy rules, principles, and best practices in the course of project implementations and daily activities of business functions.

4. Data Training for Business Users

- a. To use and/or create UTA's data, training in the use and attributes of the data is mandatory within each business area. This includes training in UTA policies regarding data. Training ensures that users have enough information about the data to interpret them correctly and consistently.
- b. The responsibility for providing guidance and facilitating the understanding of UTA's data lies within each respective business area. While formal training programs are not mandated, each business area is accountable for capturing and disseminating knowledge about data attributes and policies relevant to data use. The knowledge capture and dissemination approach ensures that users acquire the necessary information and expertise for informed data interpretation and management.

5. Data Governance, Data Management and Data Design Functions

- a. Data Governance acts as an "oversight body," while Data Management executes or delivers specific outcomes guided by the Data Governance policy rules and best practices. Data Design provides consistent conceptualization for both Data Governance and Data Management.

B. Key Roles

1. Senior Level Sponsor

- a. Ensures organizational strategies and goals are aligned with data strategies and Data Management plans.
- b. Supports a top-down approach to Data Governance; helps to champion and support Data Governance adoption.

2. Data Governance Steering Committee
 - a. Cross-functional body responsible for creating tactical plans related to data strategy implementation.
 - b. Understands the data needs of the business and the technological constraints of the existing IT/data infrastructure and applications.
 - c. Monitors and guides Data Management initiatives and makes recommendations on improvement-oriented initiatives.
 - d. Defines and oversees the Data Management lifecycle.
 - e. Acts as the governing body regarding organizational data processes, policies, and standards used throughout the organization.
 - f. Defines the authoritative data sources and rules for preserving authenticity of data.
 - g. Forms working groups and oversees their performance.
3. Data Governance Working Groups
 - a. Working groups are cross-functional teams that may include data owners, data stewards, data custodians, as well as other subject matter experts.
 - b. Groups are formed by the steering committee to:
 1. Deliver specific projects.
 2. Execute initiatives.
 3. Oversee specific topics.
4. Data Owners
 - a. Are organizational leaders whose team is a heavy producer or user of the Data Assets.
 - b. Are ultimately accountable for all issues related to the Data Assets under their purview, including (but not limited to) availability, security, quality, and currency, as well as effectiveness and efficiency of the Data Asset management processes.
 - c. Review the permissions of user groups to the Data Assets under their purview.
 - d. Determine the institutional impact of changing permission statuses.
 - e. Understand the lifecycle of the data.
5. Data Stewards
 - a. Are the key implementers and enforcers of data policies, processes, procedures, and standards set out by the Data Governance Steering Committee.
 - b. Are responsible for the quality of the data and whether it enables employees to perform their jobs efficiently.
 - c. Serve on an operational level addressing issues related to adherence to standards/procedures, monitoring data quality, raising issues identified, etc.
 - d. Responsible for data quality, escalating issues, etc.
 - e. Responsible for managing access, where applicable.
6. Data Custodians
 - a. Are individuals, a functional team, or an external organization that provides and is accountable for the physical custody of Data Assets, in accordance with applicable information security, protection, and accessibility requirements.
 - b. Serve on an operational level addressing issues related to data and database administration.
 - c. Support the management of access, quality, escalating issues, etc.
 - d. Are subject matter experts from IT, data strategy, and database administration.

4) Review

This policy will be reviewed every two years.

5) Cross-References

- UTA.01.10 Data Quality Procedure
- UTA.01.08 Records Management and Access
- UTA.01.20 Information Security Policy

This UTA Policy was reviewed by UTA's Chief Enterprise Strategy Officer on 03/03/2026, and approved by the Executive Director on _____. This policy takes effect on the latter date.

Jay Fox
Executive Director

Approved as to form and content:

DocuSigned by:
Mike Bell
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Counsel for the Authority

History

Date	Action	Owner
	Board Reviewed – UTA.01.17 Data Governance	Chief Enterprise Strategy Officer
	Adopted – UTA.01.17 Data Governance	Chief Enterprise Strategy Officer