

Data Quality

Information Management Framework

Standard

Departments must establish and maintain a standard of data quality for critical and shared data sets.

Document Control

Applies to	All departments and Victoria Police	Authority	CIO Leadership Group
Period	2017-2020	Advised by	Enterprise Solutions, Department of Premier and Cabinet
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Requirements



In this standard 'data asset' refers to a dataset containing structured data¹. Unstructured data are not covered by this standard.

Departments must at a minimum:

1. Ensure that the accountable data asset custodian (refer to the [Information Management Governance Standard](#)) is responsible for data quality management.
2. Develop and maintain a Data Quality Management Plan for each critical (high value/high risk) data asset. Key considerations to include in this plan would be details about data collection, age, validity, context, privacy, legislative compliance, and how the data asset can or cannot be reused or shared (see the Data Quality Management Plan template).
3. Assess data assets against the following measures (dimensions):
 - (a) Is the data **accurate** and **valid**, and to what level?
 - (b) How **complete** is the data? Are there known gaps?
 - (c) Is the dataset **representative** of the conditions or scenario to which it refers?
 - (d) Is the **timeliness** and **age** of the data appropriate for its purpose?
 - (e) What was the **collection** method and was it consistent?
4. Create a Data Quality Statement for all critical data assets, datasets to be shared with other departments or external partners, and data assets to be released to the public. The Statement is to be maintained and provided with the data asset via the WoVG Information Asset Register².



See the Data Quality Management Guideline and associated tools for help in implementing this standard.

¹ 'Structured data' refers to data that can be organised and stored in fixed fields such as in a relational database record or spreadsheet. 'Unstructured data' does not conform neatly into a fixed field format. Examples include: data streams, social media data, documents, emails, videos, audio files, and images.

² The WoVG Information Asset Register is a requirement under the proposed Data Sharing Legislation. It is flagged for development in 2017/2018. The WoVG Information Asset Register will be internal to government and have access limited to Victorian Public Sector staff.

Overview

The purpose of the Data Quality Standard (the standard) is to define an approach to setting and maintaining the quality of data assets within the Victorian Government.

In a broad sense, data is considered to be of sufficient quality if it is "fit-for-purpose" and it correctly represents the real-world situation to which it refers.

Departments and related organisations create and collect many different types of data for various purposes. As determined by each department, some data assets will be considered critical (high risk / high value) for internal use, some data is shared with other departments or external partners, and some is released to the public. Departments will define their own requirements and acceptable levels of data quality according to the intended use of each dataset, processes and purposes that the data asset supports, and particular needs of its users.

This standard outlines the minimum activities that are needed for departments to maintain the quality of their data assets, to help them to comply with their statutory and administrative obligations.

Rationale

Departments and agencies in Victoria are becoming more aware of the many benefits of sharing datasets with groups such as other departments, organisations or the public. The breadth and depth of the data captured and held by departments and agencies varies greatly, so a "one size fits all" approach to data quality is of little value. Rather, a broad set of minimum requirements that can be applied to each department's data assets provides a solid foundation upon which each department can measure and improve the quality of the datasets they create or manage.

As more varied datasets are made available to wider audiences, a number of common characteristics emerge which, if maintained to a certain standard, will help others to make informed choices about using existing data for their own purposes. This standard (and associated guideline and tools) describes these characteristics, or "dimensions", to enable a minimum data quality standard to be set and maintained across the Victorian Public Sector.

It is difficult, if not impossible, to predict the needs of all users and the various ways in which datasets might be used and reused after being shared. By setting and maintaining minimum quality standards, confidence in the data is greatly improved, and the benefits of data sharing can be realised. Potential users can make informed choices about which datasets may be of use to them, how they are best used, and be aware of any limitations.

Derivation, scope and glossary

Derivation

This standard is derived from the [WoVG Information Management Policy](#), and is guided by the [Information Technology Strategy for the Victorian Government, 2016–2020](#) (IT strategy).

Scope

The following departments and agencies are formally in scope:

- Department of Economic Development, Jobs, Transport and Resources
- Department of Education and Training
- Department of Environment, Land, Water and Planning
- Department of Health and Human Services
- Department of Justice and Regulation
- Department of Premier and Cabinet
- Department of Treasury and Finance
- Victoria Police.

These are referred to collectively as 'departments' in this document.

While not required, the standard may be adopted by agencies and partner organisations, if desired.

Glossary

The glossary of terms and abbreviations used in this document are defined in the [Information Management Glossary](#).

Related documents, tools and references

- [DataVic Access Policy](#)
- [Freedom of Information guidelines](#)
- [Public Record Office of Victoria \(PROV\) Standards Framework and Policies](#)
- [Victorian Protective Data Security Framework](#) (VPDSF)
- [WoVG Information Management Framework](#)
- [WoVG Information Management Policy](#)

Further information

For further information regarding this standard, please contact Enterprise Solutions, Department of Premier and Cabinet, at: enterprisesolutions@dpc.vic.gov.au.

Document Control

Approval

This document was approved by the CIO Leadership Group under authority of the Victorian Secretaries Board on 05/03/2018 and applies from the date of issue (see first page).

Version history

Version	Date	Comments
1.0	05/03/2018	Final version to be published