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University of Pittsburgh
ITAC Data Governance Subcommittee Charter

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I.   Preamble

This charter outlines the purpose, relevant background, scope, responsibilities, composition, and operations of the Information Technology Advisory Committee's (ITAC) Data Governance Subcommittee (DGS). It is authorized by the CIO and will serve at the CIO's discretion. The DGS was originally chartered and established on February 11, 2022. This charter replaces the original to reflect the changed priorities and responsibilities below.

II.   Background and Purpose

Institutional data is a critical University asset and consists of all data, excluding research data generated as work product, that is created, stored, sent, or received by any and all members of the University community. The amount of institutional data is expanding rapidly, and its potential value is increasing as new systems and technologies come into use. The University has set goals for institutional data, yet existing policies and procedures provide insufficient guidance on how the University can accomplish these goals in a responsible, compliant, and ethical manner. These goals include:

1. Unlocking the potential of institutional data;
2. Supporting innovation in the use of institutional data in education, research, and operations;
3. Making institutional data broadly available to all who need it; and
4. Advancing a culture of data-informed decision making.

The DGS will help achieve these goals by providing ITAC, the Office of the CIO, the Office of Policy Development and Management, the Office of Compliance, Investigations & Ethics, the and other key University units with expert advice and counsel on any and all matters related to the management, security and governance of institutional data, to include identifying the need for new or revised policies, procedures, and controls for institutional data as well as best practices to protect individual privacy.

III. Guiding Principles

In performing its work, the DGS will recognize that institutional data is stored and maintained throughout the University. The DGS will also recognize that institutional data is accessed for a variety of purposes and may involve the access and review of email correspondence and other data. The policies, procedures, and access review mechanisms must reflect the distributed nature of institutional data and yet treat it as a collective whole. The policies, procedures, and access review mechanisms must also provide transparency to the University community regarding how data is collected, maintained, and accessed. At the same time, the DGS will help the University

community understand that even though some collections of institutional data are maintained by a specific department and access is granted by a representative of that department, the data set is an asset of the University, which has the right and responsibility to provide effective governance.

IV. Responsibilities

The DGS will provide recommendations to the ITAC and the CIO concerning policy development, processes, and decisions relating to the University's generation, acquisition, use, management, and retirement of institutional data in consultation with University units and stakeholders as appropriate and subject to the continuing judgment, needs, and guidance of the ITAC and CIO. Specific responsibilities include, but are not limited to:

- Monitoring and evaluating the adoption and implementation of the University of Pittsburgh Data Principles and Values previously developed and recommended by this Committee and adopted by the ITAC on June 13, 2023.
- Assessing University-wide data management policies, standards, guidelines and operating procedures relating to institutional data.
- Evaluating and making recommendations to the ITAC regarding the implications of emerging technologies including, but not limited to, artificial intelligence and its impact on data privacy, user rights, and user responsibilities.
- Fostering communication and knowledge sharing regarding responsible practices for institutional data, particularly among University leaders and data stewards.
- Recommending effective practices for retention, archival, and disposal requirements for institutional data.

V. Composition

The Chair and composition of the DGS are maintained on the Information Technology Advisory Committee Website (https://technology.pitt.edu/itac).

VI. Operations

The Committee will meet quarterly, or more frequently as circumstances dictate. The Chair will serve as an *ex officio* member of the ITAC and report on the activities of the DGS at stated ITAC meetings.

VII. Amendment and Termination

Any amendments to this Charter must receive the approval of the ITAC and the CIO or designee. This revised Charter replaces all previous charters and was approved by the CIO on November 1, 2023.

DocuSigned by:

Mark Henderson

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