New Zealand Government

Data and Information Management

Roles and Responsibilities
Approved June 2017

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Document

Purpose

The New Zealand Government sets expectations for organisations to implement consistent data and information management practices. Beyond policy directives, the concept of accountability is a critical building block for effective business operations and for fostering partner engagement to integrate data and information management activities across government. Where there is confusion around business accountability, operational risks are higher and there is little or no successful integration of resources. Understanding and implementing the roles in these guidelines will clarify accountabilities and facilitate business decision-making, encouraging data and information sharing and integration.

Best practice is to govern and manage data and information, irrespective of the format. This document includes data aggregations, open data, information, information assets and records and uses the term "data" as the inclusive term. The purpose of this document is to embed data governance throughout organisations and the public sector.

This data management model is based on the existence of senior managers who will act as custodians who are accountable and responsible for collecting and maintaining data of interest to government, and who will make this data and information publicly available in an appropriate manner.

This document sets the expectations for the public sector to implement consistent data management practices. It defines terminology to support data sharing and for data maturity assessments to be completed and presented consistently.

Scope

The roles and responsibilities in this document pertain to data and information management roles pertinent to the governance, planning, definition, capture, usage and access to data and information. The defined roles cover a broad area – some roles are specific to data management, some roles cover data, information, and records management depending on the context or the specific situation. Where the word "data" is used, it may also refer to information – i.e. data that has been transformed into information.

The scope of this document includes the roles required for data and information management functions to optimise the use of information as a vital business resource, this includes:

- Data stored in databases
- Data wherever else it may reside and in whatever medium, including paper
- Information (Data with context)
- Information management leadership and guidance
- Records management
- Information security
- Technical or enabling technology roles, including those related to database and electronic content management.

Note: One person may cover two or more roles and a role may be split between two or more people depending on the size and strategic focus of the organisation.

Audience

This document serves as a reference for resources involved in the management of government data and information, or the development or maintenance of systems which act on government data. In particular, these guidelines can be used by organisations as part of the education and communication process for improving information management in their organisation.

Acknowledgements

We would like to acknowledge the work done by the following in establishing these roles and definitions:

- ANZLIC (Australia and New Zealand Land Information Council)
- Data Architecture Advisory Committee, Province of British Columbia
- Know-MAT (Knowledge Maturity Assessment Team)
- Archives New Zealand

Version Control

Version	Date	Comment	Modified by
0.6	18 April 2017	Draft version to be distributed to the Know-MAT members for approval.	Mandy Mackay Regine Deleu

0.7	25 April 2017	Adapted after feedback from the Know-MAT members.
		Rewritten: Purpose
		Changed:
		  - Core role to Core Technical role
		  - Additional role to Core Business role
		  - Changed Data / Information Architect to Data / Information Designer
		  - Changed Application Architect to Application Designer.
		Added:
		  - Roles:
		    o Executive Sponsor
		    o Chief Security Officer
		    o Business Insight Manager
		    o Database Developer
		  - Note to the scope & diagram
		  - Colour index to the diagram
		Removed: Resource Manager – responsibilities already covered by other roles like steward.
		Moved: Data / Information Designer into the Business, Governance, and Operations area.
			Regine Deleu

0.8	02 May 2017	Generalised the role terms. Removed Subject Matter Expert as it overlaps with other roles.	Regine Deleu
1.0	09 June 2017	Approved by the Know-MAT forum members	Regine

Approach

In this document when the term "information governance" is used, we are referring to "the governance of **data with context**". Therefore, when we refer to data governance or data management we are including information governance and information management.

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Executive Summary

The roles and responsibilities described here reflect best practices for data management across the New Zealand Government and public sector. From a business context, these concepts provide foundational support for improving information access and sharing both internally within government and to the public.

"Owner"

Within New Zealand, the Crown is the owner of government information. Delegated information owners within agencies have accountability for information throughout its life cycle, including decision making, authority for creating, classifying, restricting, regulating and administering its use or disclosure. The implementation of these decisions is in turn commonly delegated.

For external-to-Government owners where government has been granted the legal authority and accountability to capture or hold source data, the appropriate government branch with programme accountability is the Custodian, for government purposes. Where government holds a copy of the original source data on behalf of the external owner, the appropriate government branch is the Steward.

Roles and Responsibilities

The roles and responsibilities outlined here are meant to introduce basic concepts and roles, and are not intended to be used as the full set of functions for a specific staff position.

To consistently manage data and, by extension, information, organisations should ensure they understand and use the three *Critical Roles* defined below. Core Roles supplement Critical Roles and will help support business and operations.

The Custodian role needs to be positioned at a senior management level within organisations to be effective.

Typically, organisations will already have staff performing some or all of the activities described in these role descriptions. The best practices described here will guide improvement.

To effectively implement data and information management responsibilities they must be assigned to a specific set of data (refer to Definitions). The word "Manager" describes the function of the role and does not necessarily imply it is at a management level.

Critical Roles

These roles are critical for successful data management, and should be the first data management roles implemented or assigned within an organisation.

- Custodianship
- Stewardship
- Standards

Core Business Roles

The core business roles are important in order to have a truly effective data management process at business level.

- Data / Information Manager
- Analyst
- End User

Core Technical Roles

The core technical roles are important to help guide the implementation. Larger organisations or those with larger data holdings will find these roles specifically essential.

- Designer
- Administrator
- Developer

Sponsoring Roles

These roles are defined within the normal government organisational structure and are included to provide context in supporting the data management roles.

- Government Chief Information Officer
- Executive Leadership Team
- Executive Sponsor[1]
- Privacy

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[1] The Executive Sponsor champions the importance of information and records management among the organisation's leadership. (Archives NZ, Information and records management standard, July 2016)
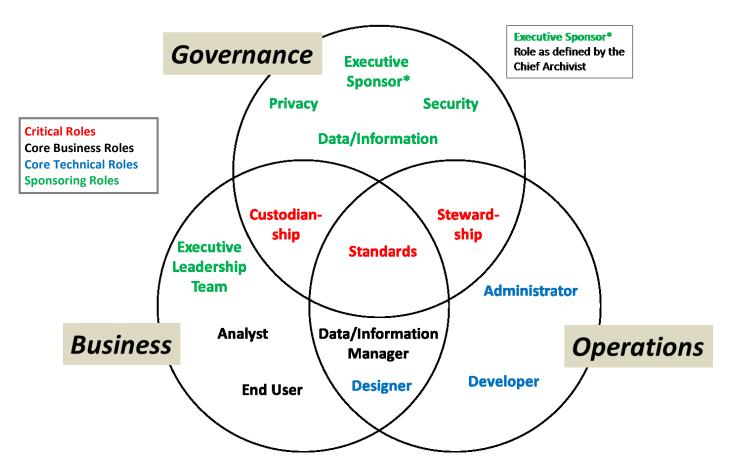
- Security
- Data / Information

The diagram depicts the three viewpoints of data and information management:

- **Business** or business context for the data;
- **Governance** or overall planning for the data; and
- **Operations** or the implementation and daily management of data.

The diagram also shows the areas of commonality and interactions of the roles.

<u>Data and Information Management Roles – Single Organisational View</u>

Note: *One person may cover two or more roles and a role may be split between two or more people depending on the size and strategic focus of the organisation.*

The following sections include a description of each role and its responsibilities. In addition to the viewpoints above (Business, Governance, Operations), we included an *Organisational* (overseer) viewpoint. Thus, *Executive Leadership Teams, an organisation's Executive Sponsor, Privacy sponsor, Security sponsor, and Data / Information sponsor* have overall organisational responsibility for the effective management of data and information within the organisation.

Critical Roles

There are three roles identified as being critical to effectively manage data and information for an organisation. These are Custodianship, Stewardship, and Standards.

Custodianship

A custodian establishes organisation-wide standards, definitions, and rules for business information within their mandate, to enable the organisation to gain maximum value from the information. The Custodian is the delegated "owner" of the data from Government (The Crown).

Viewpoint: Business and Governance

Responsibilities:

- Accountable for implementing operational policy, business value, scope, definitions, rules, standards, structure, content, use and disposal for data under their responsibility.
- Responsible for the collection, storage, protection, promotion and delivery of their data, ensuring it meets the business needs of the organisation.
- Fulfilling the legislated responsibility or program mandate of ensuring data quality, completeness, and integrity through the management of its creation and maintenance.
- Identify the required skills in order to meet data needs.
- Ensuring the value of data is maximised through sharing.
- Serving on the Data and Information Governance Steering Group or equivalent where the scope of their information resources is substantial within their organisation.

Contact when:

- A major business need for data is identified.
- Issues arise concerning data policy, business value, scope, security.

Stewardship

A Steward is an inclusive role that accepts one or more negotiated data stewardship activities on behalf of the Custodian. Stewards have the operational or technical ability to assist the Custodian in the collection, delivery, or maintenance of the set of data.

Note: A Custodian cannot transfer accountability to the Steward although the Steward may be responsible for specific activities.

Viewpoint: Operations and Governance

Responsibilities:

- Supports the Custodian with expertise, or resources, to carry out one or more of their responsibilities.
- As a peer of the Custodian, the Steward is bound by signed agreement which details the responsibilities with respect to both parties.
- Specific identified responsibility(s) are transferred from the Custodian to the Steward (accountability remains with the Custodian).
- Where an agreement is in place with the authoritative source (see Definitions), delivers (or provides access to) authoritative data, ensuring data management practices are in place to maintain integrity, authorised access, and conditions of use.
- Providing performance objectives.

Contact when:

- Per the stewardship agreement, when operational needs arise.

Standards

Business expert with detailed knowledge of the data structure, content, and appropriate use of the business information for their program area(s), who develops and sets the data management standards approved by their Custodian. The Standard Expert is responsible for the day-to-day management of the data and business issues, according to the defined data standards and data management plan.

Viewpoint: Business, Governance, and Operations

Responsibilities:

- Acting as the primary contact for business data within the program area, on behalf of the Custodian.
- Authoring data management plan(s) (see Definitions), defining and managing the standards for acquisition, maintenance, and disposition of data to ensure data quality, resolving issues, and advising other roles.
- Ensuring designed data structures meet business needs.
- Ensuring the delivery of defined services at an operational level.
- Ensuring the protection of data is commensurate with its value and information security classification.

Contact when:

- Data access is required, within the scope of the program area.
- Operational, business, or data definition issues arise or cannot be resolved, or data errors are perceived.
- Further detailed information about their program area's data is required.
- Further data services are required to meet new business needs.
- Data management planning is required, or additional data may be encompassed within their business scope.

Core Business Roles

The following roles are identified as important in order to have a truly effective data management process at an organisational level. It includes Data/Information Manager, Analyst, and End User. Descriptions of role, viewpoint, responsibilities and when to contact are provided for each of the roles.

Data/Information Manager

A Data/Information Manager has access to and makes sense of the information contained, albeit hidden, in the organisation's data. It's a critical role for business decision-making. The Business Insight Manager is in charge of a group of analysts that use a variety of statistical methodologies to solve quantitative business issues. This role varies widely across government from Information Manager, Information and Knowledge Manager, Business Intelligence Manager, Business Insight Manager, Data Warehouse Manager.

Viewpoint: Business and Operations

Responsibilities:

- Understand high level requirements of the business and provide solutions related to business strategies.
- Translate business and technical jargon to understandable language for different audience.
- Ensure support for the business intelligence program at the highest levels of the organisation.
- Prepare complex reports and gather intelligence to make informed conclusions on business practices.
- Establish and ensure adherence to a set of guiding principles and tools for business intelligence.
- Make data entities accessible.
- Assist End User and Data Analyst in their requirements.
- Promote comprehensive data use within the organisation.
- Establishing partnerships with key IT partners in support of business intelligence initiatives.

Contact when:

- Insight is needed for changed or new strategies to meet business outcomes.

Analyst

The Analyst provide business or IT system decision support through analysis, and problem solving data related topics including data design, integration, data relationships, data quality, data transformation, data replication and data modelling. This role varies widely across government from Business Intelligence Analyst, Data Warehouse Analyst, Systems Analyst, and Business Analyst (generic term).

Viewpoint: Business

Responsibilities:

- Perform statistical analysis and data mining of business data to identify patterns and correlations among the various data points.
- Documenting the structure, relationships and types of business data through logical modelling, or validating logical models from other sources.
- Mapping and tracing data dependencies from system to system to identify cross-program impact issues or answer business- and system-related questions.
- Providing business intelligence support by performing business data analysis and reporting to enable better business decision-making.
- Documenting the types and structure of the business data (logical modelling),

Contact when:

- Analysis and problem solving of business or system data-related issues is required.

End User

An end user is anyone who creates, uses, and manipulates data and information to carry out their work.

Viewpoint: Business

Responsibilities:

- Obligated to abide by the Custodian's governing policies and standards.
- Understands the context in which the data or information can be used.

Contact when:

- Business-related queries are required.

Core Technical Roles

These roles are important to help guide the implementation of data and information management within the organisation. Larger organisations or those with larger data holdings will find these roles specifically essential. They include Designer, Administrator, and Developer. Descriptions of role, viewpoint, responsibilities and when to contact are provided for each of the roles.

Designer

Senior technical data and application expert with a corporate role (i.e. an overall organisational point of view), providing leadership on information and technology theory and practice, architecture and modelling expertise, and custodianship of the corporate design models. Provides and promotes the framework for consistency in scope, meaning, and handling of data across the entire organisation.

Viewpoint: Business and Operations

Responsibilities:

- Organisation-wide leadership role promoting data/information resource management: the concept that data/information is a major corporate resource and must be managed using the same basic principles used to manage other major assets.
- Promoting information process principles, practices, guidelines and standards within the organisation, while adhering to published government standards and guidelines for data management.
- Providing a framework for defining and interpreting the organisation's corporate data and its structure (architecture, including metadata) to support the organisation's goals and objectives, and ensuring the corporate value of data is maximized through sharing across diverse program areas.
- Promoting and maintaining corporate architecture.
- Creating or validating models produced in the organisation, and storing and maintaining the models and definitions (e.g. a metadata repository).
- Providing expertise to the organisation in improving quality across all business areas.
- Defining compelling business arguments for senior management to elicit change on future or existing data and technology issues.
- Cooperating with the Database Administrator in database design.
- Liaise across-government through the Government Modelling Capability Forum (GMCF), the Government Enterprise Architects New Zealand (GEA-NZ), and the Know-MAT group to develop and promote sound and consistent data practices.

Contact when:

- Analysis of the organisation's inter-relationships is required.
- Access to repositories is required.
- Standards for defining, storing, and delivering data are required.
- Responsibilities for data need to be determined.
- Models require validating and quality assurance, prior to incorporating as corporate models and transposing them into physical models.
- Deviations from defined logical structures are required.

Administrator

With Administrator we mean a senior data/Information expert with an organisation-wide focus responsible for the analysis, design, and creation of new databases, the physical design and implementation of new and changes on existing data and information structures and applications, and for administration and backup. Typically, this role also plans, co-ordinates and implements security measures and manages the performance and efficiency of storage.

Viewpoint: Operations

Responsibilities:

- Accountable for access control and derive the best possible business benefit from the use of technology.
- Building databases to support developing, maintaining, and implementing of physical data structures.
- Defining organisation-wide standards for physical data management.
- Conducting impact analysis and coordinating changes to avoid adverse impacts on applications or data.
- Ensuring that efficient data structure design and disaster recovery/backup procedures are effectively tested and implemented.
- Ensuring the transition from test environment to production environment.
- Reviewing physical data structures in consultation with the Data / Information Architect and Database Developers.
- Ensuring security administration through monitoring and administering DBMS security constraints, such as removing users, administering quotas, auditing, and checking for security problems.
- Analysing data stored in the database and making recommendations relating to performance and efficiency of that data storage. This includes the effective use of indexes, enabling "Parallel Query" execution, or other DBMS specific features.

Contact when:

- Physical models are ready for implementation.
- A need for a new business function(s) or new application(s) is identified.
- Expertise is required to resolve issues related to:
  - data management anomalies occurring in the operation of a data
  - physical data security
  - disaster recovery or back-up
  - system migration or platform standards
  - performance degradation

Developer

A Developer gathers data before the development of a database. The Database Developer designs, develops, tests new and existing databases.

Viewpoint: Operations

Responsibilities:

- Designs and develops database structures according to project needs.
- Create functional requirements around database structures.
- Provide assistance to others in topics related to data management.

Contact when:

- Database structures are needed for projects.

Sponsoring Roles[2]

Government Chief Information Officer

The Government Chief Information Officer (GCIO) ensures government-wide policy for data creation, maintenance, and use is compliant with legislation, policy and standards. The GCIO operationalises strategic directions for the management of IM/IT within government. The policy direction provided applies to all organisations and sector groups.

Viewpoint: Organisational

Responsibilities:

- Determines the structure for IM/IT management and decision making, in concert with senior executives from key New Zealand Government organisations.
- Is accountable for the creation of government-wide data management policy, frameworks, standards and infrastructures in partnership with Statistics New Zealand.
- Strengthens the IM/IT governance processes through strategic planning and discussion with all organisations on priorities and possibilities to leverage best practices and industry standards.

Contact when:

- Organisations are established or changed and this involves the definition of data management mandates or roles.
- New/changed information management policy or standards are proposed that affect multiple organisations, or entire sectors.
- IM/IT issues arise that require corporate consideration.
- Compliance issues arise between organisations.

Executive Leadership Team

The Executive Leadership Team is responsible for developing the policy framework within specific line(s) of business within an organisation. Collectively define the strategic scope of the organisation and overall business services.

Viewpoint: Organisational with a focus on Business

Responsibilities:

- Identifying and communicating Custodianship responsibilities within their organisation.
- Ensuring organisation Custodians liaise between their organisations and others.
- Establishing and resourcing the areas of data responsibility.
- Approving organisation policies.
- Ensuring compliance with legislation, policies and standards.
- Formally recognising and communicating the importance of information to the business.

Contact when:

- Lines of business are established or changed that require definition of data and information management roles.
- New/changed policy or legislation is proposed.
- Compliance issues arise.
- Need resourcing for data responsibilities.

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[2] With the exception of the GCIO, in any Government agency one person may cover two or more roles and a role may be split between two or more people depending on the size and strategic focus of the organisation.

Executive Sponsor

The Executive Sponsor has strategic and managerial responsibilities for overseeing information and records management. The SE champions the importance of information and records management among the organisation's leadership. *(Archives NZ, Information and records management standard, July 2016)*

Viewpoint: Organisational with a focus on Governance

Responsibilities:

- Ensure that the strategy and policy adopted by the organisation supports information and records management.
- Be involved in strategic and operational planning to align information and records management with the corporate objectives and business activities of the organisation.
- Liaise with business units to ensure that information and records management is integrated into work processes, systems, and services.
- Oversee the budget and ensure the resources needed to support information and records management are known and sought in funding decisions.
- Ensure that the appropriate skills are available to implement information and records management strategies.
- Monitor and review information and records management to ensure that it is implemented, transparent, and meets business needs.

Contact when:

- Lines of business are established or changed that require information and records management roles.
- New/changed policy or legislation is proposed.
- Compliance issues arise.
- Need resourcing for information and records management responsibilities.

Privacy

A Privacy sponsor is responsible for enterprise wide approach to privacy and is responsible for providing leadership, assurance and advice on privacy issues. This role is normally executed by a Chief Privacy Officer.

Legally ensures that customer's data is safe.

Viewpoint: Organisational with a focus on Governance

Responsibilities:

- Setting the vision for privacy across the organisation.
- Ensuring privacy compliance with the strategic direction of government.
- Engaging with the Office of the Privacy Commissioner, and citizens.
- Ensuring strategic and operational plans for privacy are developed.
- Establishing and promoting the organisation's privacy policies, in alignment with GCIO policies and standards.
- Advising the GCIO on privacy issues and opportunities regarding data and information.

Contact when

- Privacy compliance issues arise.
- Strategic direction of the organisation changes.
- Information management policy amendments or new policy is required.

Security

A Security sponsor is responsible for enterprise wide approach to security and is responsible for providing leadership, assurance and advice on security issues. This role is normally executed by a Chief Security Officer.

Legally ensures that the data stays secure.

Viewpoint: Organisational with a focus on Governance

Responsibilities:

- Setting the vision for security across the organisation.
- Ensuring security compliance with the strategic direction of government.
- Engaging with the Office of the Privacy Commissioner, and citizens.
- Ensuring strategic and operational plans for security are developed.
- Establishing and promoting the organisation's security policies, in alignment with GCIO policies and standards.
- Advising the GCIO on security issues and opportunities regarding data and information.

Contact when

- Security compliance issues arise.
- Strategic direction of the organisation changes.
- Information management policy amendments or new policy is required.

Data/Information

A Data/Information sponsor is responsible for enterprise wide governance and utilisation of information as an asset, via data processing, analysis, data mining, information trading and other means. They report mainly to the Chief Executive Officer (CEO). Depending on the area of expertise this can vary. They are a member of the executive management team and manager of enterprise-wide data and information. This role is normally executed by a Chief Data Officer, Chief Information Officer, or a Chief Digital Officer

Ensures the organisation uses information management and information technology (IM/IT) efficiently, in alignment with GCIO policy, standards and directions.

Viewpoint: Organisational with a focus on Governance

Responsibilities:

- Ensuring compliance with the strategic direction of government.
- Ensuring strategic and operational plans for IM/IT are developed.
- Establishing and promoting the organisation's information management policies, in alignment with GCIO policies and standards.
- Providing IM/IT leadership and facilitating data management within the organisation.
- Advising the GCIO on information management and information technology issues and opportunities.

Contact when

- Compliance issues arise.
- Strategic direction of the organisation changes.
- Information management policy amendments or new policy is required.

Definitions

Authoritative Data: officially recognised data that can be certified and is provided by the authoritative source, or by a Steward via specific formal agreement.

Authoritative Proxy Agreement: a formal agreement (e.g., Memorandum of Understanding; Information Sharing Agreement) between a Custodian and Steward for delivery (or providing access) to a copy of a Custodian's source data and implementing data management practices to guarantee the same integrity. The agreement must include conditions of use and control of access.

Authoritative Source: an entity (by definition, the Custodian) that is officially authorised by a legal authority to develop, manage, and provide a set of data for a specific business purpose – the authoritative source of the data.

Corporate Information: information that is of a permanent or lasting nature and is essential to the Government's operation.

Data: Facts or instructions represented in a formalised manner, suitable for transmission, interpretation or processing manually or automatically *(Archives NZ, Key Definitions, December 2016)*.

Database: An organised collection of related data. Databases are usually structured and indexed to improve user access and retrieval of information. Databases may exist in physical or digital format *(Archives NZ, Key Definitions, December 2016)*.

Data Architecture: describes the structure of an organisation's logical and physical data assets and data management resources

Data and Information Governance Council (Organisation Level): a strategy group made up of those Custodians responsible for the more substantial Organisation information resources. This core group concentrates on major issues, and chooses Organisation-wide options, thus influencing the choices that other Custodians will have available. The Council is also a forum for contemplating impacts of legislative or policy changes.

Data and Information Governance Steering Group (Government Level): This group is chaired by the GCIO and is made up of core Government Chief Data Officers. The purpose of this group is to lead the development and implementation of data and information policies and or legislation, for adoption by the public sector.

Data Management Plan: describes the strategic use and future plans for a major set of data within a program area. The management of a set of data goes beyond where is it stored, what format and when was it last updated – potential issues such as whether the data will meet future business and user needs, adequacy of data collection standards, level of data quality, adequacy of resourcing, etc.

Government Enterprise Architects Group (GEAG): This group developed and maintains the Government Enterprise Architecture for New Zealand (GEA-NZ) which is the all-of-government (AoG) framework to support ICT enabled transformation across government *(www.psi.govt.nz)*.

Government Modelling Capability Forum (GMCF): The Government Modelling Capability Forum is under the direction of the Government Enterprise Architecture Group (GEAG). It exists to promote, support, and improve the modelling capability within and across NZ Government entities, to improve the business benefits and value of modelling. It also leads the development for modelling government architecture using Sparx Systems Enterprise Architect (Sparx EA). Sparx EA is considered to effectively be the default NZ government architecture modelling tool *(www.psi.govt.nz)*.

Information: Knowledge communicated or received. The result of processing, gathering, manipulating and organising data in a way that adds to the knowledge of the receiver *(Archives NZ, Key Definitions, December 2016)*.

Information Asset: A body of information and/or records that can be defined and managed as a single unit so it can be understood, shared, protected and exploited effectively *(Archives NZ, Key Definitions, December 2016)*.

Knowledge Management (KM): is the process of creating, sharing, using and managing the knowledge and information of an organisation. It refers to a multidisciplinary approach to achieving organisational objectives by making the best use of knowledge *(Archives NZ, Key Definitions, December 2016)*.

Know-MAT: Know-MAT stands for Knowledge Maturity Assessment Team. The purpose of Know-MAT is to support alignment across agencies and IMs around the use of Government Data and Information.

Organisation: Person or group of people that has its own functions with responsibilities, authorities and relationships to achieve its objectives. NOTE: The concept of organisation includes, but is not limited to, sole trader, company, corporation, firm, enterprise, authority, partnership, charity or institution, or part or combination thereof, whether incorporated or not, public or private *(Archives NZ, Key Definitions, December 2016)*.

Organisation Client (from a Custodian's perspective): any agency, company, office, or individual for whom services are rendered (e.g., an Organisation employee or Organisation office; another government Organisation; an external private sector industry company or company employee; a member of the public).

Record: Means information, whether in its original form or otherwise, including (without limitation) a document, a signature, a seal, text, images, sound, speech, or data compiled, recorded, or stored, as the case may be,—
(a) in written form on any material; or
(b) on film, negative, tape, or other medium so as to be capable of being reproduced; or
(c) by means of any recording device or process, computer, or other electronic device or process *(Archives NZ, Key Definitions, December 2016)*.

Set of Data: "*Set of data*" has a specific meaning in this document. It is defined as data holdings (collected data) for a discrete corporate information subject. The set of data must be of a lasting nature, collected, managed, and used to serve an essential defined business purpose for government. One may also use the term "corporate data" or "information asset" for similar meaning in the context of an organisation's business (i.e. organisation corporate data) or in the context of government-wide standards (i.e. government corporate data). It does not equate to a "dataset", which is popularly used for anything from a single spread sheet to massive multiple databases, and is therefore a term difficult to scope.