



Data Governance Advisory Board Charter

Purpose

The Data Governance Advisory Board (Data GAB) is established to ensure ongoing input and participation from MLDS Center's key stakeholders. As described in detail below, the Data GAB will provide input and consultation on the MLDS Center's Data Inventory, data collection, quality, privacy and security.

1. Data Inventory – The Data Governance Advisory Board will:
 - a. Review proposed changes to the MLDS Data Inventory;
 - b. Make recommendations on additions or removals from the MLDS Data Inventory;
 - c. Provide guidance on the purpose and scope of the MLDS Data Inventory.

2. Data Collection – The Data Governance Advisory Board will:
 - a. Ensure that the access, use, release, maintenance, and destruction of MLDS data is consistent with:
 - i. relevant State and federal laws and regulations;
 - ii. the requirements of the Maryland Public Information Act; and
 - iii. requirements of the agency data sharing agreements;
 - b. Provide updates on any changes to data collected by the MLDS agency partners and provided to the MLDS;
 - c. Review and adhere to the MLDS Data Collection schedule;
 - d. Ensure data requested is correct and provided within the MLDS Data Collection schedule;
 - e. Identify and propose resolutions to data collection and processing issues;
 - f. Analyze whether additional data are needed from agency partners, including:
 - i. The justification for the additional data; and
 - ii. The legal implications and logistical impact of the data.

3. Data Quality – The Data Governance Advisory Board will:
 - a. Set direction for data quality;
 - b. Monitor data quality;
 - c. Report status for quality-focused initiatives;
 - d. Identify any problems with the quality of the data provided from the MLDS agency partners;
 - e. Provide guidance on the limitations of data used in Center output;
 - f. The differences between the uses of data in Center output and output produced by another entity or institution;
 - g. Identify data gaps and resolutions;

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4. Privacy and Security – The Data Governance Advisory Board will:
 - a. Perform the activities described in §2.3.2 of the MLDS Governing Board’s *Data Security and Safeguarding Plan*;
 - b. Ensure the MLDS Center’s policies and procedures maintain the protection of sensitive data
 - c. Facilitate the exchange of information between the MLDS Center and the agency partners to align initiatives;
 - d. Comply with policies and procedures established by the MLDS Center on the architecture of the System;
 - e. Comply with security procedures and processes established in the MLDS Governing Board’s *Data Security and Safeguarding Plan (DSSP)* and other State IT security requirements; and
 - f. Comply with agency partner data sharing agreements.
5. Identify measures of success – The Data GAB will establish metrics for successful outcomes and provide feedback on whether those metrics are being met.

Membership

The Data GAB shall consist of:

1. A data steward from each of the MLDS agency partners that provide data to MLDS:
 - a. Department of Labor, Licensing, and Regulation;
 - b. Maryland State Department of Education;
 - c. Maryland Higher Education Commission;
 - d. Maryland Department of Transportation, Motor Vehicle Administration
2. MLDS Center branch directors;
3. Other individuals with expertise in data governance and data collection and management;
4. Other key stakeholders identified by the Executive Director.

Meetings

The Data GAB will meet on the third Wednesday of every other month unless otherwise noted by the Executive Director or Data GAB Chair. The MLDS Center Data Management Coordinator/Director will serve as the facilitator for the meetings. The Data GAB will follow a predefined agenda to conduct the meetings. Meetings may be either in person or via conference call or Webinar coordinated by MLDS Center staff.

Approved – June 4, 2014

Revised – March 15, 2016

Revised –