Data Manager FAQ

Identifier:		Scope:	
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1. What is a Data Manager?

A Data Manager has day-to-day responsibilities for data management within a specific functional area(s) or data domain. Data Managers have responsibility for understanding, protecting and managing access to CSCU data.

2. What are my responsibilities?

Specifically he/she:

- Consults with data users about the meaning and interpretation of data elements
- Defines data (name, location, aliases, classification, metadata)
- Produces data (capture, generate, normalize, renew, label, document)
- Assures complete, accurate, valid, and timely data collection
- Provides accessible, meaningful, and timely machine-readable institutional data for CSCU use
- Mentors and trains staff
- Resolves problems associated with data
- Evaluates security, backup / recovery, and disaster recovery procedures
- Ensures that users with access to DCL3* data have completed training and document compliance.

*DCL3 data is defined as protected confidential data, which comprises identity and financial data that, if improperly disclosed could be used for identity theft or to cause financial harm to an individual or the CSCU system. Examples of DCL3 data are: Social Security numbers and identity data, bank account or debit card information, credit card number or cardholder information and student loan data.