Standard operating procedure

Number: **010**

Name: **Data governance**

Title: Implementation of a data governance framework on the EU Pollinator Hub

Category: General

Status: Draft

Version: 1.0

Date: 2024-02-07

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1 Document history

1.1 Current Release

1.1.1 Drafted

Submitted on 2024-01-29 by Michael Rubinigg, quality manager.

1.1.2 Reviewed

Reviewed on 2024-01-30 by Noa Simòn Delso, general manager.

1.1.3 Approved

Approved on 2024-02-07 by Michael Rubinigg, quality manager.

1.2 Change history

n.a.

2 Abbreviations

DPA	Data Provider Agreement
EDPA	External Data Processor Agreement
EU	European Union
EUPH	EU Pollinator Hub
QMS	Quality Management System
SOP	Standard Operating Procedure
n.a.	not applicable
WI	Work Instructions

3 Introduction

This SOP contains a collection of processes that ensure external and internal EUPH-policy related requirements to be enforced on data and related assets. It includes ownership on data and responsibilities during internal and external processing of data.

3.1 Definitions

Data governance is a system of decision rights and accountabilities for information-related processes, executed according to agreed-upon models which describe who can take what actions with what information, and when, under what circumstances, using what methods [1].

Data governance framework is a logical structure for organizing how we think about and communicate data governance concepts [1].

QMS is the set of all valid formal regulations (SOP, WI and related documents) applicable to the EU Pollinator Hub.

4 Validity

4.1 Area

The of validity of this document is limited to the implementation of a data governance framework on the EU Pollinator Hub.

4.2 Time

The period of validity of this SOP begins on 2024-02-07 and ends with its revocation.

4.3 Related Documents

Document type	Document ID	Title
SOP	001	SOP instructions
SOP	002	WI instructions
SOP	003	DR instructions
SOP	004	Organisation chart
SOP	006	Dataset preparation
SOP	007	Data profiling
SOP	008	Data cleansing
SOP	009	Methods
SOP	011	Data protection
SOP	012	Data standardisation
SOP	013	Data classification
SOP	014	Data asset rating
SOP	015	Peer reviewing
SOP	016	Release management
SOP	017	Dataset integration
SOP	018	Data exploration
SOP	019	Data visualisation
SOP	020	Issue management
SOP	021	Change management
SOP	022	External contents

SOP	023	Method validation
SOP	024	Instrument qualification
SOP	025	Data quality audit
SOP	026	Data security audit
SOP	027	System maintenance
SOP	028	User management
SOP	029	Guideline Directory

4.4 Related Tasks

Persons who have been assigned one of the following tasks, as defined in SOP-004, assume a responsibility within this SOP:

- Quality management
- Data protection
- Management of the organisation
- Software development

5 Procedure

5.1 Data governance framework

5.1.1 Quality Management System (QMS)

5.1.1.1 Maintenance of the Quality Management System (QMS)

- The person responsible for quality management, as defined by SOP-004, is responsible for the maintenance of the entire QMS, consisting of SOP as defined in SOP-001, of WI as defined in SOP-002, the life cycle of information and quality assets (SOP-016 Release management), and auditing (SOP-025, data quality; SOP-026 data security).

5.1.1.2 Components of the QMS

- Processes, decision rights and accountabilities for data processing are regulated by a formal framework for reporting (SOP-003 DR instructions), a framework regulating the processing of data (SOP-006 Dataset preparation, SOP-007 Data profiling, SOP-008 Data cleansing, SOP-017 Dataset integration, SOP-018 Data exploration, SOP-019 Data visualisation) and metadata (SOP-022 External contents), by a framework regulating data standardisation (SOP-012) and a framework regulating data quality assurance by a data asset rating scheme (SOP-013, Data classification; SOP-014, Data asset rating; SOP-015, Peer reviewing; SOP-029 Guideline Directory).
- In addition to the software architecture (UID assignment), compliance with FAIR principle is enforced by SOP-014 (Data asset rating) and SOP-015 (Peer reviewing).
- Processes, decision rights and accountabilities, which assure that a person's or organization's personal and private information is not inappropriately used or disclosed, is regulated by SOP-011 (Data protection), SOP-027 (System maintenance), SOP-028 (User management) and SOP-020 (Issue management).
- Decision rights and accountabilities for the process used to ensure that product, service, or technology components are modified in accordance with agreed-upon rules that do not affect data quality, are regulated by SOP 021 (change management), which relies on SOP-009 (Methods) for documentation and appropriate procedures to measure data quality (SOP-023 Method validation, SOP-024 Instrument qualification).

5.1.2 Data ownership

5.1.2.1 Contractual agreements with data providers

- All aspects of data ownership are regulated in the data provider agreement (DPA), specified in section 5.2.

5.1.2.2 Technical implementation of data ownership in published datasets

- The person responsible for software development, as defined by SOP-004, ensures that ownership of a datum is tracked along the entire data pipeline and throughout the lifecycle of a published dataset.

5.1.3 Data stewardship

5.1.3.1 Organisational implementation of data ownership in published datasets

- Any person having a role on the EU Pollinator hub, as defined by SOP-004, who processes data and metadata obtained from or intended for integration on the EU Pollinator Hub in a local environment is responsible for the compliance with all rules set by the QMS of the EU Pollinator Hub related to the protection of data and metadata entrusted to them.

5.1.3.2 Outsourcing of data for data processing

- The person responsible for management of the organisation, as defined by SOP-004, may outsource parts of data and metadata processing to external providers who have signed an External Data Provider Agreement (EDPA), specified in section 5.3.
- The EDPA is confidential and may not be disclosed to anyone not related to this process without the expressed consent of the person responsible for management of the organisation, as defined by SOP-004.
- The responsibilities of the external data providers in relation to the protection of data and metadata entrusted to them are regulated in the EDPA.

5.1.3.3 Outsourcing of data for peer reviewing

- The person responsible for management of the organisation, as defined by SOP-004, may outsource parts of data quality assessment to external providers who have signed a Peer Reviewer Agreement (EDPA), as defined in SOP-015.
- The Peer Revier Agreement is confidential and may not be disclosed to anyone not related to this process without the expressed consent of the person responsible for management of the organisation, as defined by SOP-004.
- The responsibilities of the external peer reviewers in relation to the protection of data and metadata entrusted to them are regulated in the Peer Revier Agreement, as defined in SOP-015.

5.2 Data Provider Agreement (DPA)

5.2.1 Drafting the DPA

5.2.1.1 Responsibilities

- The person responsible for the data protection, as defined by SOP-004 is responsible for providing a DPA .
- The DPA will be made available during the registration process of a data provider under the name ***Data Provider Terms and Conditions***.

5.2.1.2 Mandatory elements of the DPA

- Definition of the provided data:
  - Format and frequency in which data will be provided;
  - Method of access to or transferof the data;
  - Access to the data provided by the data provider;
- Provisions on data usage and processing by the EU Pollinator Hub.
- Provisions on data storage.
- Provisions on property rights.
- Provisions on the duration, termination and cancellation of the agreement.
- Provisions on the confidentiality of the agreement.
- Provisions on the applicable law and dispoute resolution.

5.2.2 Revision of the System DPA

5.2.2.1 Responsibilities

- The person responsible for quality management, as defined by SOP-004, revises the draft version of the DPA.

5.2.2.2 Approval of the DPA

- The person responsible for management of the organisation, as defined by SOP-004, approves the revised draft version of the DPA.

5.2.2.3 Annual revision of the DPA

- The person responsible for data protection performs an annual revision of the DPA.
- If considered necessary the person responsible for data protection provides an updated version of the DPA, processing it as described in section 5.2.2.

5.3 External Data Processor Agreement (EDPA)

5.3.1 Drafting the EDPA

5.3.1.1 Responsibilities

- The person responsible for the data protection, as defined by SOP-004 is responsible for providing a EDPA .

5.3.1.2 Mandatory elements of the EDPA

- Definition of the format of the provided data.
- General requirements for an external data processor (communiation, qualification).
- Requirements for data storage, data processing and reporting by the external data processor.
- Regulations on the utilisation of the results of data processing and payment.
- Regulation on timelines.
- Pprovisions on duration, termination and cancellation of the agreement.
- Provisions on confidentiality.
- Provisions on applicable law and dispute resolution.

5.3.2 Revision of the System EDPA

5.3.2.1 Responsibilities

- The person responsible for quality management, as defined by SOP-004, revises the draft version of the EDPA.

5.3.2.2 Approval of the EDPA

- The person responsible for management of the organisation, as defined by SOP-004, approves the revised draft version of the EDPA.

5.3.2.3 Annual revision of the EDPA

- The person responsible for data protection performs an annual revision of the EDPA.
- If considered necessary the person responsible for data protection provides an updated version of the DPA, processing it as described in section 5.2.2.

6 References

[1] The Data Governance Institute, “Data Governance: The Basic Information,” [Online]. Available: https://datagovernance.com/. [Accessed 30 01 2024].

7 Annexes

There are no annexes in the current document.