

DATA MANAGEMENT POLICY – ASSIGNED DATA RESPONSIBILITIES

SUMMARY OF PRINCIPAL CHANGES

General changes

Document updated with effect from 1 September 2012 to incorporate the University's revised internal management structure. There are no amendments to version 03.1 Appendix I, UPR IM12.

1 Student Records	
Master data repository: Student System database (CampusIT Quercus)	
Master source for:	Person records for current registered students Person records for applicants for credit bearing courses Courses, course instances, modules, DMDs Assessment and Awards HESA student data
Data Steward (Student Records)	Academic Registrar
Data Expert	Assistant Registrar (Student Information and Planning)
Data Users	All staff User roles for specific functions Student view of own record
2 Finance and Procurement	
Master data repository: Finance system database (Technology One Financials)	
Master source for:	Procurement requisitions, orders and payments Supplier records Management accounts Budget planning and monitoring HESA finance data
Data Steward	Group Director of Finance
Data Expert	Group Financial Accountant
Data Users	15 categories of User related to UH roles
3 Human Resources and Payroll	
Master data repository: HR and Payroll system database (CoreHR)	
Master source for:	Person records for employed staff Person records for job applicants Staffing post records Payroll records HESA staff data
Data Steward	Director of Human Resources
Data Expert	Deputy Director of Human Resources with BI and HESA responsibilities
Data Users	All staff for portal functions Manager and team leader user roles Human Resources and Payroll functions user roles

4 Alumni	
Master data repository: Engage system database (Siebel CRM)	
Master source for: Alumni person records (except where Alumni have other UH statuses) Fundraising records	
Data Steward	Director of Marketing and Communications
Data Expert	Alumni data administrator
Data Users	All staff Specific user roles for fundraising

5 Business organisations and contacts	
Master data repository: Engage system database (Siebel CRM)	
Master source for: Organisation records (accounts) and related person (contacts) records	
Data Steward	Pro Vice-Chancellor (Enterprise)
Data Expert	Head of Commercial Development
Data Users	All staff Business Development Co-ordinators

6 Academic partnerships and contacts	
Master data repository: Engage system database (Siebel CRM)	
Master source for: Academic partner organisations (accounts) and person (contacts) records	
Data Steward	Academic Registrar
Data Expert	Assistant Registrar (Academic Services)
Data Users	All staff

7 University Membership	
Master data repository: Engage system database (Siebel CRM)	
Master source for: Person records for all members other than 1 and 3 above	
Data Steward	Chief Information Officer
Data Expert	University Membership Manager
Data Users	All staff

P E Waters
Secretary and Registrar
Signed: **1 September 2012**