

SOUTHWESTERN

LAW SCHOOL Los Angeles, CA

Data Governance Framework

Administrative policy approved July 19, 2024. Effective immediately.

Revision history: None; new policy.

Related policies: Record Retention and Disposal Policy; Student Records Policy - FERPA; Backup and Restoration Policy; Data Classification and Handling Policy; Information Security Policy; Privacy and Information Security Laws and Regulations Policy.

Scheduled Review Date: June 2026 (Institutional Research)

A. Background

Data in all of their forms (see definitions in Section D) are shared vital assets of Southwestern Law School. Data quality must be curated and maintained for the institution to fulfill its mission, maintain its core values, meet its priorities, be transparent with stakeholders, and continually improve programs and operations.

B. Purpose

This Data Governance Framework aims to ensure that employees, student employees, and consultants have access to the data they need to perform their job responsibilities. This framework's purpose will be fulfilled by establishing, reinforcing, and continuously improving a culture of responsible and ethical data collection, management, use, distribution, and disposal.

C. Scope

This Data Governance Framework applies to all data gathered by employees, student employees, and consultants who are responsible for collecting, managing, using, distributing, and disposing of data to perform their jobs.

D. Definitions

Facts collected for administration, reference, analysis, and decision-making come in three forms:

- **Raw data:** Facts that lack organization. Example: Individual student records with name, address, undergraduate GPA, age, and phone number.

- **Analytical data:** A processed form of data benefiting from organization or analytical processing. Example: A pie chart depicting the percentage of law students by age.
- **Administrative data:** Data used for management purposes only. Examples: Student ID numbers or labels to determine whether a particular record should be included or excluded in a particular report or analysis.

E. Framework

The Data Governance Framework supports Southwestern's mission and core values. This framework includes nine components designed to facilitate consistency across departments and programs.

- **A Culture of Data-Informed Decision-Making:** Data are a foundational component of Southwestern's decision-making processes.
- **Data Access:** Data will be accessible to employees, student employees, and consultants who are responsible for collecting, managing, using, distributing, and disposing of that data to perform their jobs.
- **Quality:** Data will be collected from reliable sources and stored to prevent unauthorized changes. Data will be guided, as appropriate, by standards and terms defined by Southwestern and relevant agencies such as the Council for Legal Education and Admissions to the Bar of the American Bar Association and the U.S. Department of Education, among others.
- **Policies and Standards:** Data will adhere to applicable policies and standards at the federal, state, local, and institutional levels. Applicable institution-level policies and standards are posted on Southwestern's Institutional Policies webpage.
- **Security and Privacy:** Data will be collected, managed, and used in ways that comply with standard data protection statutes, including FERPA.
- **Compliance:** Data will be collected, managed, and used according to applicable statutes, regulations, and policies in all pertinent domains, including but not limited to data security, privacy, and record retention (e.g., Southwestern's *Record Retention and Disposal Policy*).
- **Retention, Archiving, and Disposal:** Data will be retained, archived, and, when appropriate, destroyed according to applicable statutes and institutional policies. These processes are governed by Southwestern's *Record Retention and Disposal Policy*.
- **Technology:** Technology is the foundational resource for developing and implementing data governance, encompassing infrastructure (e.g., hardware, software, etc.) and the requisite policies and practices for using that infrastructure.
- **Human Capital:** The application of human capital is essential to ensuring that data governance is implemented responsibly and efficiently. Human capital includes those skills, knowledge, and experience acquired by staff during their careers, as well as

ongoing training and development of new skills, knowledge, and expertise necessary for adapting to evolving needs.

F. Revisions

Southwestern expressly reserves the right to revise any aspect of this Data Governance Framework at any time, with or without notice.