

Data and Information Management Policy

Policy statement

Stats NZ is committed to the implementation of best practices for data and information management in order to maximise the value and quality of data, while minimising risk.

This policy sets out our approach and intention for data and information and establishes the principles of data and information management.

This helps Stats NZ to:

- govern data and information as strategic asset across the organisation
- provide evidence for decision-making
- build and maintain public trust and confidence of stakeholders
- demonstrate that data and information management practices occur in good faith and reflect the rights and interests of Māori, including the Crown's Te Tiriti o Waitangi obligations and commitments

The policy should be read in conjunction with the associated [Data and Information Management Guidelines](#). The Guidelines outline staff responsibilities and provide more information on how to implement the data and information management principles.

Policy Scope

This policy applies to:

- everyone who works at Stats NZ
- all data and information, regardless of format and form
- all business activities, including any matter that is contracted out to an independent provider
- all business and statistical information systems and processes
- all information and communication technologies

Formal delegations and accountabilities

The Government Statistician has responsibility for ensuring compliance with legislative requirements for data and information management.

The Deputy Government Statistician and Deputy Chief Executive for Insights and Statistics has responsibility for ensuring the strategies and policies adopted by the organisation support effective data and information management.

The Senior Manager, Data and Information Management has operational responsibility for management of the organisation's data and information. The role has delegated authority from the Government Statistician to sign-off on requests to dispose of data and information and requests to access historical data and information for research.

Definitions

For the purposes of this policy:

- **Information** is used as a general term including data, metadata, contextual documentation related to datasets, corporate records, publications, conference and research papers, images, audio and video recordings.
- **Data** is information about individuals, households, businesses, or other entities collected by Stats NZ and represented in a manner suitable for processing and analysis. It is primarily stored and managed as datasets.
- **Metadata** describes the characteristics of information. Statistical metadata describes the collection, content, quality, processing, storage and dissemination of data.
- **Data and information management** is a comprehensive collection of practices, concepts, procedures, processes, and a wide range of accompanying systems that allow for Stats NZ to gain control of its data and information.

Data and Information Management Principles

The first six principles are a slightly modified version of the UN High-Level Group for the Modernisation of Official Statistics (HLG-MOS) data principles, which were originally developed by a group of Enterprise Architects representing National Statistical Offices (NSOs) including Stats NZ. Two additional principles have been added - principle 7 (Information is secured appropriately) and principle 8 (Mana Ōrite).

Principle 1 - Information is managed as an asset throughout its lifecycle

An enterprise approach will be taken to manage data and information as an asset.

Governance, protection, access and appropriate use will be considered at all stages of the data and information lifecycle.

Principle 2 - Information is accessible and open by design

Data and Information will be available and accessible to all those who have the appropriate authority to use it and for as long as it is needed. To maximise use and reuse of data and information, it should be shared as openly as permitted by legislation and commitments made about how the data and information would be used.

Principle 3 - Data is described to enable reuse

Data will be sufficiently described and related information about the data will be captured to better understand and maximise its reuse where appropriate.

Principle 4 - Information is captured and recorded at the point of creation/receipt

Data and information will be captured in a timely manner when fresh in people's minds.

Principle 5 - Use an authoritative source

There will be authoritative repositories for different types of data and information. Information needs will be satisfied using existing sources where possible.

Principle 6 - Use agreed models and standards

Data and information will be designed, described and managed consistently, according to common and agreed models, frameworks and standards for information and metadata.

Principle 7 - [Information is secured appropriately](#)

Data and information must maintain its integrity and will be protected against loss and corruption. Privacy, confidentiality and security will be considered and appropriately managed to mitigate risks.

Principle 8 - [Mana Ōrite - respect Māori perspectives, values, and worldviews](#)

Stats NZ is committed to actively realise the potential of data to make a sustainable, positive difference to outcomes for iwi, hapū, and whānau. This principle ensures that mātauranga Māori (Māori perspectives, values, and worldviews) are respected and given equal consideration when managing and providing access to data and information.¹

[Management and Leadership Commitment](#)

Stats NZ's managers and leaders are committed to:

- lead and foster positive behaviours to improve data and information management culture
- promote best-practice lifecycle management of data and information within their area
- encourage staff to seek advice or training if unsure how to comply with this policy

[Relevant legislation](#)

The data and information managed by Stats NZ is subject to several legislative requirements, including but not limited to:

- Statistics Act 1975
- Public Records Act 2005
- Privacy Act 2020
- Official Information Act 1982
- Copyright Act 1994

[Related policies, guidelines and resources](#)

- Data and Information Management Guidelines
- Data and Information Management training resources
- Information privacy, security, and confidentiality policy
- Information Security policies
- Five Safes Framework
- Ngā Tikanga Paihere Framework
- United Nations Fundamental Principles of Official Statistics
- Archives New Zealand, Information and records management standard
- Archives New Zealand, Role and responsibilities of an Executive Sponsor

[Contact:](#) Senior Manager, Data and Information Management

[Approved by:](#) Deputy Government Statistician and Deputy Chief Executive for Insights and Statistics

[Approval date:](#) 15 December 2020

[Date of next review:](#) This policy will be reviewed annually. Date of next review: 15 December 2021

[Filename:](#) Data and Information Management Policy

Questions about the policy should be directed to the Manager, Data and Information Management

¹ A model for Māori Data Governance in NZ government is being designed. We will review this Policy once that work is completed.