DATA GOVERNANCE FRAMEWORK

A framework which sets the guideline for the overall management of the availability, usability, integrity, quality, consistency, and confidentiality/security of the data used in HRMIS system.

Main Objectives:

• Help Mins/Depts to effectively use, manipulate, share and store their data in their HRMIS system.

• Ensure that data is complete, correct, accurate, and consistent, aligned with approved sets of rules.
Drivers of the DGF

- Data Controller (Supervising Officers)
- Data Custodian
- HRMIS Super User
- Data Steward
- Data Users
Data Governance Principles

- Data Integrity
- Data Security
- Data Accountability
- Data Standardisation
- Data Sharing
A unique login and password.

Strong Password:

- At least 8 characters.
- At least one special character.
- At least one numeric character.
- A mix of Upper & Lower Case Characters.

Not to share login details (username and password).
Data Accountability

- Accountability for data input on system
  - Internal quality audits
  - Checks and balances
  - HRMIS Audit Trail
• **Data Standardisation**

✓ A set data structure and naming convention. E.g. writing of address: Port-Louis instead of P.Louis.

• **Data sharing**

✓ Share data to institutions like the Police Department, Judiciary and the Service Commissions or other authorities for specific legal purposes e.g. Appointment, Promotion, Disciplinary Cases, investigations and enquiries.
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<th>Description</th>
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<tr>
<td>1</td>
<td>Creation and Disabling of User Account and access rights</td>
<td>To create a new user and give access rights, to disable an existing user.</td>
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<td>2</td>
<td>Change of Access Right Template (Annex B)</td>
<td>To request for any change to access rights to the system.</td>
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<td>3</td>
<td>Amendments in reference data Template (Annex C)</td>
<td>To report any change in reference data.</td>
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<td>4</td>
<td>Missing Values Templates (Reference Data (Annex D))</td>
<td>To report any missing references not in the HRMIS system (Job references, qualifications)</td>
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<td>5</td>
<td>Maintenance of Data Template (Annex E)</td>
<td>To list and record all changes made to the database of an employee.</td>
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<td>6</td>
<td>Problem Reporting Template (Annex F)</td>
<td>To report issues related to the system when being accessed/ used.</td>
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THANK YOU