



# BENUE STATE UNIVERSITY

## MAKURDI, NIGERIA

### DATA GOVERNANCE POLICY

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#### 1.0 Introduction

Benue State University (BSU), Makurdi is a conventional public institution that was established in 1992 by the government of Benue State. It commenced full academic activities in the 1992/1993 session with fifteen programmes across the faculties of Architecture, Arts, Education, Social Sciences and Sciences. Over the years the University has grown from its initial four faculties to ten faculties and the faculties include the faculties of Arts, Basic Clinical Sciences, Basic Medical Sciences, Clinical Sciences, Communication and Media Studies, Education, Environmental Science, law, Management Sciences, Pharmaceutical Sciences, Science, Social Sciences and Technology & Industrial Studies. The University currently has over seventy programmes across the faculties listed above. In order to ensure that standards are maintained in line with international best practice, the University from time to time subject its programmes to series of quality assurance activities. Such activities are usually carried out by the National Universities Commission (NUC), Institute of Chartered Accountants of Nigeria (ICAN), Town Planners Registration Council of Nigeria (TOPREC) and the Council for Legal Education, Medical and Dental Council of Nigeria amongst others. Hinging on the forgoing, the University over the years has successfully put all its programmes up for accreditation with a favourable outcome from the various Quality Assurance institutions listed above. The Vision To be the University of First Choice in Nigeria and Africa and among the top 200 in the world. Mission To be a Centre of Excellence in creating knowledge and developing a complete person who is capable of not only responding to the cultural, social, political and economic needs of the environment but also setting the agenda for change.

The “University data” refers to the collection of data element relevant to the academic and operational activities of BSU, Makurdi. For effective and innovative management of the university, data collected must be easily accessible, must represent the information intended and must be easily integrated across the Management Information System of BSU.

## **1.1 Mandate and Objectives**

The University has been brought into being to deliver on the objectives which indeed constitute its mandate:

1. To provide the highest standard of learning and equal opportunity to all within the constraints of available resources. In fulfilment of this objective, the University operates the following guidelines and criteria in its admission policy: (i) National Merit (NM) - 5% (ii) State Merit (SM) - 35% (iii) Equality of Local Government (ELG) - 50% (iv) Locality - 10% (v) Ratio of UME/Direct Entry: - 80/20 (vi) Science/Arts Ratio: - 60/40
2. To place before the people of the State and the entire nation knowledge and skills developed via learning and research. Specifically, academic staff of the University are from time to time invited to offer their professional skills and expertise to all the tiers of Government, players in the private sector, international agencies as well as nongovernmental outfits. Such services are offered via feasibility studies, technical advice, seminars, conferences and workshops. In engaging the community with these services, especially by way of extension and consultancy services, the University in turn boosts its internally generated revenue for deployment in managing the affairs of the University.
3. To develop requisite manpower for the State and the nation. Within the limits permitted by available facilities and resources, the University tries to place at the disposal of qualified candidates access to higher education. However, the University does not compromise the desired high standards of academic excellence needed to prepare graduates for the challenges of the world of work. In addition, entrepreneurial skills necessary for self-reliance are also imparted as a matter of priority.

4. To promote, preserve and propagate the social and cultural heritage of the diverse people of the State and the country. The highly enriched curricula in B.A. English, B.A. History, B.A. Theatre Arts, B.A. Religion & Cultural Studies and B.A. Philosophy degree programmes are designed to provide the fertile ground for the achievement of this noble objective. This menu will further inculcate in our youths the rich cultural heritage of our forefathers for posterity and for the enhancement of our tourism potentials in the State and beyond.
5. To engage in any other activities capable of promoting the standard of living of man within the constraints of available resources.

The objectives of Benue State University are as follows:

1. To encourage and promote advancement of learning and to make available to all persons without discrimination on the ground of race, creed or political conviction, the opportunity of acquiring university education.
2. To encourage the effective application of higher education to the needs of the State through research, extension and consultancy.
3. To provide ready access for Benue State citizens to higher education for self-reliance.
4. To promote, preserve and propagate the social and cultural heritage of the diverse people of the state.
5. To engage in any other activity of a developmental university of the highest standard.

## **1.2 Institutional Vision and Mission**

### **Vision**

To be the University of First Choice in Nigeria and Africa and among the top 200 in the world.

## **Mission**

The Mission of the University is to be a Centre of Excellence in creating knowledge and developing a complete person who is capable of not only responding to the cultural, social, political and economic needs of the environment but also setting the agenda for change.

### **2.0 Purpose**

- 2.1 The purpose of the data governance policy is to ensure that the University data meets the standard criteria within BSU's academic and operational data systems.
  
- 2.2 Data governance policies are crucial frameworks that the university implements to ensure the proper management, security, and usage of data. A well-structured data governance policy typically covers several key areas to ensure that data across the university is accurate, accessible, consistent, and protected.

### **3.0 Scope**

This policy encompasses all University's activities, processes, and guidelines that needs to be implemented to manage its data assets effectively and efficiently. It is fundamental to ensure that data across the University is accurate, accessible, consistent, secure and used in compliance with legal and regulatory requirements. This policy applies to all University members involved with or responsible for data collection, storage, processing, and sharing.

## 4.0 Definitions

- 4.1 **Data Quality:** Policies to ensure that data is accurate, complete, and reliable. This includes procedures for data validation, cleaning, and reconciliation.
- 4.2 **Data Security:** Guidelines and protocols for protecting data from unauthorized access, breaches, and theft. This involves encryption, access controls, and regular security audits.
- 4.3 **Data Privacy:** Ensuring compliance with data protection regulations such as NDPR (Nigeria Data Protection Regulation) in Nigeria, or other international data protection laws. Privacy policies should address data collection, processing, storage, and sharing practices.
- 4.4 **Data Accessibility:** Guidelines on how data is stored, archived, and made accessible to authorized users. This includes the use of data catalogs and metadata management to facilitate data discovery and access.
- 4.5 **Data Lifecycle Management:** Policies related to the creation, use, archiving, and deletion of data. This includes defining the lifecycle stages of different types of data and their respective retention policies.
- 4.6 **Compliance and Auditing:** Procedures for ensuring that data management practices comply with internal policies and external regulations. This includes regular audits and assessments to identify and rectify compliance issues.
- 4.7 **Roles and Responsibilities:** Defining the roles and responsibilities of individuals, departments, faculties, directorates, units and study centres in data governance. This typically includes a data governance council or board, data stewards, and data owners.

- 4.8 **Data Sharing and Collaboration:** Guidelines for sharing data within and outside the organization, including data-sharing agreements, protocols for data exchange, and collaboration tools.
- 4.9 **Data Architecture and Standards:** Standards for data architecture, including data models, storage, and integration protocols. This ensures that data across systems is consistent and interoperable.
- 4.10 **Training and Awareness:** Programs to raise awareness about data governance policies and procedures among staff and stakeholders. This includes training on data security, privacy, and compliance.
- 4.11 **Data Stewards:** Act as guardians of the University data assets, ensuring that data policies and procedures are implemented effectively to support the University's goals and compliance with relevant regulations.
- 4.12 **Data Owner:** is a key role within University data governance framework, typically assigned to senior-level staff who have overall responsibility for the data assets within a specific domain.

## 5.0 Principles

- 5.1 The University shall ensure that the processes for data collection, storage, processing, and sharing are transparent to stakeholders, including students, faculty, departments, directorates and units. This involves clear communication about how data is used and for what purposes.
- 5.2 BSU should protect the privacy and confidentiality of personal and sensitive information of staff and students in accordance with applicable laws and ethical standards.

- 5.3 The University should implement robust data security measures to protect against unauthorized access, disclosure, alteration, and destruction of university data. This includes physical, administrative, and technical safeguards.
- 5.4 The University should ensure compliance with all applicable laws, regulations, and policies regarding data handling, including those specific to education, research ethics, and intellectual property.
- 5.5 The University should maintain high standards of accuracy, completeness, and reliability in university data to support effective decision-making, academic research, and administration.

## **6.0 Policy Statements**

- 6.1 BSU commits to maintaining high standards of data quality by implementing rigorous data validation, cleansing, and enrichment processes to ensure accuracy, completeness, and reliability of the data throughout its lifecycle.
- 6.2 University data assets shall be protected against unauthorized access, disclosure, alteration, and destruction through comprehensive security measures, including encryption, access controls, and regular security audits.
- 6.3 BSU data governance policy shall comply with all applicable data protection laws and regulations, including NDPR (Nigeria Data Protection Regulation) in Nigeria, or other international data protection laws, by adopting strict data privacy practices that govern the collection, processing, storage, and sharing of personal data."
- 6.4 BSU shall ensure that data is accessible to authorized personnel for legitimate purposes and that data sharing is conducted securely and in compliance with relevant agreements and regulations.

- 6.5 BSU shall adhere to a structured data lifecycle management policy, from creation to deletion, ensuring that data is managed efficiently and disposed of in a timely and secure manner when no longer needed.
- 6.6 BSU shall define clear roles and responsibilities for data governance, including the appointment of a Data Governance Council, Data Stewards, and Data Owners, to oversee and enforce data management practices.
- 6.7 The university shall commit to regular auditing and monitoring of our data management practices to ensure compliance with this policy, internal standards, and external regulatory requirements, and to implement corrective actions when necessary."
- 6.8 The Data Centre (when established) shall adhere to established data architecture and integration standards to ensure consistency, interoperability, and efficient management of data across systems.
- 6.9 BSU shall provide ongoing education and training for staff on data governance principles, policies, and procedures to foster a culture of data responsibility and security.
- 6.7 BSU data governance policy and practices shall be subject to continuous review and improvement to adapt to changing technology, business needs, and regulatory environments, ensuring that our data governance framework remains effective and relevant.

## **7.0 Policy Implementation**

- 7.1 This policy takes effect from the date of approval by the University Senate.
- 7.2 The policy when approved will be communicated to the stakeholders through training and workshop.



7.3 The Standard Operating Procedures of the stakeholders will be properly integrated to enhance adequate and easy communication among them.

7.4 Each faculty, department, directorate, and unit must ensure a trustworthy and accountable staff is given access to the sensitive BSU Database.

## **8.0 Sanctions of Violating this Policy**

8.1 Where there is a breach, the staff assigned to the particular access in the Faculty, Department, Directorate, and Unit shall be handed over to the University Disciplinary Committee. And where no one is assigned, the Data Steward shall receive query from the University Management or appointed supervisory officer(s).

8.2 Any staff who violates the policy or hinders the successful implementation of the policy shall be handed over to the University Disciplinary Committee for appropriate sanction.

## **9.0 Policy Alignment**

9.1 BSU ICT Policy

### **Team of Developers**

BSU PASET Committee