Data Quality Assurance Procedure

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Version Control				
Title	Data Quality Assurance Procedure			
Description	This procedure helps meet the data protection principle of accuracy by performing data quality checks.			
Created by	Mike Moore			
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Purpose

This procedure helps meet the data protection principle of accuracy by performing data quality checks. These checks involve reviewing the data to discover inconsistencies and other anomalies, performing data cleaning activities to improve data quality, verifying against other sources and performing logical checks. Quality control at different stages is part of setting up systems for Quality Assurance.

Prerequisites

For this procedure to be followed the following conditions need to be met:

- All parties need to be aware of their roles and responsibilities.
- Any systems/services/devices referenced need to be available to the relevant parties.
- All parties have had the relevant training and the training is current and up to date.
- The co-operation of the management to be able to enact the findings.

Conditions

Data quality assurance should be carried out whenever the following is done:

- New data is collected
- New data has been acquired
- Data is updated/rectified
- Data is moved to a new location

Outcomes

Produce data sets that are consistent and as error free as possible.

Processes

Data should be sufficiently accurate for its intended purposes.

Data should be captured on the principle of 'getting it right first time', so captured once, captured as close to the point of activity as possible, with clear and simple actions and only limited, if any, manual intervention (e.g. administration, data cleansing).

We implement logical restraints to limit erroneous data, for example a date of birth must be a date in the past and can only be a date (dd/mm/yyyy). Telephone numbers are stored in number only fields etc. We use metric measurements in any data that we collect that requires measurement unless otherwise stated.

Logical verification sub-process

1. Identify fields collected
2. Determine logical constraints on data collected
3. Implement field validation controls adhering to logical constraints
4. Test the constraints with a range of valid and invalid data
5. Document the results

Cross source verification sub-process

If data is suspected to be inaccurate, then cross source verification should be used. This is the process of verifying the data against a verified source.

1. Flag suspected data to the information security department
2. The information security department should identify approved sources that data can be verified against e.g. government records,
3. Request that the data subject sends them the records or that they use their right of portability to get the controller to transfer a copy of their information.

Management and Review

This policy should be reviewed as scheduled once annually unless performance indicators, changes to legislation or the organisation necessitate it.

Last Review Date: 16/05/2018

Next Review Date: 16/05/2019

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