

ENTERPRISE DATA MANAGEMENT POLICY

I. Purpose

This Directive establishes the Department of Homeland Security (DHS) Data Management Policy by the Office of the Chief Information Officer (OCIO). The Data Management Policy shall be administered by the Enterprise Data Management Officer (EDMO) under the direction of the OCIO.

II. Scope

This Directive applies throughout DHS, unless exempted by statutory authority.

III. Authorities

- A. Title 6, United States Code, Section 485, "Information Sharing"
- B. Volume 66, Federal Register, page 49,718 (Sept. 28, 2002), "Guidelines for Ensuring and Maximizing the Quality, Objectivity, Utility, and Integrity of Information Disseminated by Federal Agencies" (finalized at 67 Fed. Reg. 8452, Feb. 22, 2002)
- C. DHS Delegation 0201.1, "Delegation to the Under Secretary for Management"
- D. DHS Directive 0007.1, "Information Technology Integration and Management"
- E. Memorandum from the Secretary of DHS to all DHS Components, "DHS Policy for Internal Information Exchange and Sharing," February 1, 2007

IV. Responsibilities

- A. The **DHS Chief Information Officer (CIO)** is responsible for management and execution of this Directive.

B. The **DHS Enterprise Data Management Officer (EDMO)** develops the DHS strategy for management of the sum of all data collected, created, used, managed, maintained, shared and stored by DHS Components (“enterprise data management”), and sponsors the implementation of initiatives set forth in the strategy.

C. The **Component Chief Information Officers** ensure Component compliance with Homeland Security Enterprise Architecture and data management policies and data standards.

D. The **Director, Information Sharing and Knowledge Management** is the lead official representing DHS to the Information Sharing Environment, and establishes and maintains the Information Sharing Segment Architecture that defines how DHS will participate in the Information Sharing Environment including direction, guidance, and procedures on making data and services accessible in the DHS Information Sharing Environment or DHS “Shared Space” as defined by the Program Manager for Information Sharing Environment (ISE).

V. Policy and Requirements

A. Enterprise data is an essential enabler of the ISE for DHS and will be visible, accessible and understandable to authorized users to support mission objectives.

B. Enterprise data includes, but is not limited to, data shared within DHS, and data shared outside of DHS in the DHS Information Sharing Environment. Exposing shared data internally or externally includes exposing the information access sharing agreements and information exchanges of such data.

C. All Enterprise data and related information access sharing agreements and information exchanges will be accessible to authorized users within the Department except where limited by law, regulation, policy (such as those applicable to personally identifiable information or protected critical infrastructure information or proprietary trade information) or by security classification.

D. Enterprise data is accessible outside of DHS by providing the data to the DHS Shared Space and by receiving authorization from the Information Sharing Governance Board (ISGB).

E. Enterprise data is modeled, named and defined consistently across and within all DHS mission areas. Every effort shall be made to share data across the DHS mission areas and not to maintain redundant data without justification.

F. Enterprise data has a standard set of metadata including but not limited to associated information assurance, quality metadata, privacy sensitivity and an authoritative source for the data which shall be identified at the lowest level possible, wherever appropriate.

G. Enterprise data is managed to ensure application of data quality standards by data stewards. Compliance to the data quality standards will be provided through the Homeland Security Enterprise Architecture governance process.

H. Enterprise data is managed, controlled and shared by designated "Data Stewards."

VI. Questions

Questions or concerns regarding this directive should be addressed to the Director, Enterprise Data Management Office in the DHS Office of the Chief Information Officer in the Office of Applied Technology directorate.



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Date