

# THE DATA LEADERSHIP VITALS

## Some Readiness Questions

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Purpose | Privacy | Security | Ethics | Governance

# DATA LEADERSHIP VITAL NO.1: Purpose



## Ten Questions

1. Before collecting data - do you ask why?
2. If so, what 'rules' do you have in place to ask that question?
3. Do you collect data to confirm or disprove what you are thinking?
4. Do you let data help you ask the right questions?
5. Do you convert data into insights?
6. Do you have the conditions in place to act on what the insights tell you?
7. Do you open data to external stakeholders?
8. Do you share data with external stakeholders?
9. Is data a source of innovation for your community?
10. Do you have published policies or formal procedures for any of the above?

# DATA LEADERSHIP VITAL NO.2: Privacy



## Ten Questions

1. Are you aware of the privacy laws in your State / Territory?
2. What are the expectations and interests of your community on collecting data in the public realm?
3. Are you using privacy as a criteria when selecting new technology?
4. Do you know what your organisations biggest challenges are when it comes to data privacy?
5. Are you using privacy due diligence tools, such as Privacy Impact Assessment?
6. Are vendor's storing your customers personal data?
7. Is your Council 'privacy literate'?
8. Have you published a privacy policy on your website?
9. How many Australian Privacy Principles are there?
10. Do you provide information to the community about the technology you deploy in the public realm?

# DATA LEADERSHIP VITAL NO.3: Security



## Ten Questions

1. Do you know what data you have, and where it is stored?
2. What is the cost to the rate payers if the most sensitive data was leaked?
3. Who has access to what data?
4. Do you have end-to-end security on all assets - from large infrastructure to small sensors?
5. Have you identified when your data needs to be destroyed?
6. Is there ongoing cyber security training available to staff?
7. Do you have a process for reporting cyber incidents internally and externally?
8. Do you have a Business Continuity and Disaster Response Plan?
9. Do you have key performance indicators for timeliness of response to cyber events?
10. What are your processes for continually improving your security practices?

# DATA LEADERSHIP VITAL NO.4: **Ethics**



## Ten Questions

1. Has your organisation documented the value judgements by which your use of data will be guided?
2. Do ethics play a role when you select technologies?
3. Do you systematically consider the 'downstream uses' of the data you share?
4. When you procure data, do you ask the supplier what ethical standards they adhere to?
5. Do you undertake due diligence when sharing data with third parties?
6. Do you have a published Data Ethics policy?
7. Are there systems in place to track data provenance?
8. How are you promoting social equity, justice and inclusion in your data gathering, and use?
9. Are you engaging your community in this conversation?
10. Do you audit any of the above?

# DATA LEADERSHIP VITAL NO.5: **Governance**



## Ten Questions

1. Are your team members across your practices when it comes to the previous 4 'Vitals'?
2. Have you documented the roles and responsibilities for data related decisions in your organisation?
3. Do you measure and report the impact you make from data-led decisions?
4. What data related standards do you use to guide your information management practices/decisions?
5. Do you have a system in place for regularly reviewing your information management practices?
6. Do you specify data quality requirements?
7. Are the controls you have in place to manage data transparent, and auditable?
8. Do you have a program of change management activities available - training, peer networking etc?
9. Are your staff motivated about data governance?
10. Do you track your data governance maturity?