**Data Governance Steering Committee Charter**

**I. Purpose**

The purpose of the Data Governance Steering Committee (the "Committee") is to establish, guide, and oversee data governance initiatives within the organization. The Committee ensures that data is treated as a strategic asset, promoting its accuracy, security, and effective usage. It will drive the development and enforcement of policies and procedures related to data management, compliance, quality, and privacy across all business units.

**II. Objectives**

1. **Data Quality & Integrity**: Ensure that organizational data is accurate, consistent, and reliable for decision-making.
2. **Data Security & Compliance**: Ensure adherence to legal and regulatory requirements for data handling and protection.
3. **Data Access & Usage**: Promote secure and efficient access to data for relevant stakeholders while ensuring its appropriate use.
4. **Risk Management**: Identify, assess, and mitigate risks associated with data handling and governance.
5. **Policy Development**: Develop, approve, and update data governance policies and procedures as needed.
6. **Monitoring & Reporting**: Oversee the progress of data governance initiatives, monitor data management performance, and report on key metrics to senior leadership.

**III. Scope**

The Committee's scope includes, but is not limited to:

* Data management and governance strategies.
* Development and approval of data policies and standards.
* Risk assessments and compliance with data-related regulations.
* Data quality initiatives and improvement plans.
* Identification of data ownership and stewardship responsibilities.
* Resolving cross-functional data governance issues.

**IV. Membership**

The Steering Committee will consist of senior representatives from key business units, IT, legal, and compliance teams. The members will include:

* **Chair**: Chief Data Officer (CDO) or equivalent senior leader.
* **Vice Chair**: Data Governance Lead or equivalent.
* **Members**:
	+ Heads of key business units (e.g., Finance, Marketing, Operations).
	+ IT leadership (e.g., Chief Information Officer).
	+ Legal and Compliance representatives.
	+ Data Security and Privacy officers.
	+ Data Steward or Governance roles from major departments.
	+ External advisors (if necessary).

**V. Roles and Responsibilities**

1. **Chair (Chief Data Officer or equivalent)**:
	* Lead and coordinate the Committee's activities.
	* Set the meeting agenda and ensure it aligns with the organization's strategic goals.
	* Facilitate discussions, ensuring all members' perspectives are considered.
	* Ensure decisions are followed through and implemented.
	* Act as a liaison between the Steering Committee and Executive Leadership Team (ELT).
2. **Vice Chair (Data Governance Lead or equivalent)**:
	* Assist the Chair in coordinating the Committee's efforts.
	* Step in as Chair when the Chair is unavailable.
	* Take a lead role in overseeing data governance initiatives and driving them forward.
3. **Members**:
	* **Business Unit Heads**:
		+ Represent their department’s data needs and concerns.
		+ Ensure alignment of data governance policies with the strategic goals of their business units.
		+ Facilitate the implementation of data governance standards and practices within their teams.
	* **IT Leadership (CIO)**:
		+ Provide technical expertise on data infrastructure, systems, and technology solutions.
		+ Ensure that IT infrastructure supports data governance objectives, particularly around data security and access.
	* **Legal and Compliance Representatives**:
		+ Advise on regulatory requirements, data privacy laws (e.g., GDPR, CCPA), and risk management.
		+ Ensure data governance policies align with legal standards and minimize compliance risk.
	* **Data Security and Privacy Officers**:
		+ Oversee the implementation of data security measures to protect sensitive data.
		+ Ensure compliance with privacy regulations and manage security-related risks.
		+ Respond to data breaches and other security incidents as necessary.
	* **Data Stewards**:
		+ Manage the day-to-day aspects of data governance within their respective departments.
		+ Ensure data is accurate, consistent, and available for use.
		+ Work with business units to identify and resolve data issues.
		+ Champion best practices in data management and quality within their teams.
	* **External Advisors (if applicable)**:
		+ Provide specialized expertise on data governance, industry standards, or regulations.
		+ Offer an outside perspective to inform decisions and policy-making.
		+ Assist in benchmarking and ensuring best practices are followed.

**VI. Meeting Schedule**

The Committee will meet quarterly, with additional meetings as necessary, depending on the needs of the data governance initiatives.

**VII. Decision-Making Process**

Decisions will be made by consensus, where possible. If consensus cannot be reached, a vote will be taken, and decisions will be made by a simple majority. The Chair holds a tie-breaking vote, if needed.

**VIII. Accountability and Reporting**

The Committee is accountable to the Executive Leadership Team (ELT). Regular reports, including updates on key metrics, risks, and compliance issues, will be presented to the ELT. Significant issues or roadblocks will be escalated to senior management as necessary.

**IX. Review and Amendment**

This Charter will be reviewed annually to ensure it remains aligned with the organization’s strategic objectives and regulatory requirements. Amendments to the Charter must be approved by the Committee and the Executive Leadership Team.

The Steering Committee Charter outlines the roles and responsibilities essential for guiding effective data governance initiatives across the organization.