

## **Data Quality Policy**

### **Introduction**

Achieving for Children collects, records and analyses a significant amount of data every day to inform decisions and improve the delivery of its services.

Data sets maintained by Achieving for Children should be fit for purpose, allowing a high standard of work to be produced while avoiding the unnecessary investment of resources.

The Data Quality Policy establishes Achieving for Children's commitment to managing data in an effective and efficient way and identifies criteria that contribute to good quality data.

### **Background and context to the Data Quality Policy**

The maintenance of good quality data is fundamental to the effective delivery of the Information Governance Framework. Achieving for Children employees and service users rely heavily the ability to access data quickly and make decisions in confidence that the data is accurate.

The Data Quality Policy is intended to cover all data that is entered into Achieving for Children's data systems as well as any paper-based records. It covers data relating to service users, the delivery of services, financial management, service management, performance management, corporate governance and communications. It should be noted that this policy is not restricted to performance indicators.

### **Aims of the policy**

To outline in a policy statement key principals of data quality control.

### **Objectives of the policy**

To ensure all Achieving for Children employees adhere to the Data Quality Policy when dealing with any type of data. Failure to comply could result in disciplinary action.

## Implementing the policy

Achieving for Children accepts that levels of data quality tolerance vary according to the varying needs of users; however, the organisation is committed to pursuing the highest level of data quality that is applicable.

Set out below is criteria of good quality data. Achieving for Children employees should use these criteria to evaluate the quality data sets they manage.

- Accurate: All data should be accurate for its intended purpose, represented clearly and in enough detail to enable informed decision making.
- Valid: Data validity is the correctness and reasonableness of data. All data held on Achieving for Children's data systems must be valid.
- Reliable: All data should reflect stable and consistent collection methods.
- Timely: All data must be available for its intended use within a reasonable time period, it must be available quickly and frequently enough to support information needs.
- Relevant: All data should be relevant to the purpose for which it is used.
- Complete: All relevant data should be recorded in its entirety, avoiding gaps and duplication.

The need to enforce compliance with data quality standards should be weighed sensibly against the cost and resources required to deliver it.

## Non-compliance

Non-compliance with the Data Quality Policy may lead to disciplinary procedures as set out in the Disciplinary Code of Conduct. Any breach of the Data Quality Policy or any associated documents will be dealt with in accordance with those procedures.

## Roles and responsibilities for implementing, monitoring and reviewing

This policy will be reviewed after a period of two years by AfC to judge its effectiveness, or updated sooner in accordance with changes in legislation.

Information Governance Lead	<ul style="list-style-type: none"><li>• Ensuring any reported cases of poor quality data are rectified.</li></ul>
Line Managers	<ul style="list-style-type: none"><li>• Support their staff in meeting the requirements of the Data Quality Policy by ensuring that they are aware of:<ul style="list-style-type: none"><li>○ the policies and guidance that apply to their</li></ul></li></ul>

	<p>work area;</p> <ul style="list-style-type: none"> <li>○ where to get advice on Data Quality issues; and</li> <li>○ how to report data of a poor standard.</li> </ul>
All employees	<ul style="list-style-type: none"> <li>● Ensure that they comply with the Data Quality Policy and other relevant procedures.</li> <li>● Seek further advice if they are uncertain how to proceed.</li> <li>● Report data of a poor standard.</li> </ul>

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Signed by:	Ian Dodds, Director of Standards and Improvement
Equality Analysis completed (yes/no):	N/A