

- (4) Knowledge of what data base management system is associated with a particular data element (e.g. the computer programme that must be used to retrieve a particular data element).
- (5) Knowledge about who is the custodian of a data element.
- (6) Knowledge of special protection requirements for any data element (e.g. private information, national security, international security, third part information, proprietary information).
- (7) Knowledge of procedures to protect classified information including those relating to its handling, processing, storage and destruction.
- (8) Knowledge of safeguards to protect classified information and the procedures to separate classified and unclassified data processing.

4.6.6 CUSTODIANSHIP OF DATA

It is a fundamental principle of the Department's data management policy that data is a departmental resource. However, at the same time this does not mean that access to the Department's various data bases should be unrestricted. This does not happen with the Department's manual records nor should it happen with data produced from the Department's Informatics systems. Access should be based on the principle of "need to know". However, there are growing requirements that data from various sources be shared.

4.6.7 ACCESS TO DATA

The second issue mentioned in the Introduction involves the wider use of data in the Department. This is a new issue arising from the need for senior management to provide a detailed account of various aspects of the Department's activities to Parliament and to the Central Agencies.

The EDP Policy Committee may wish to consider assigning to a small group a number of continuing responsibilities for data management. There are unfortunately no resources at the present time to take on this new assignment. Given the importance of data management for the smooth functioning of the Department's Informatics systems it is suggested in this document that certain additional resources be made available for this purpose.

The group would need to work closely with areas of the Department responsible for corporate information, security, telecommunications and personnel matters and also with those managing individual data bases within the Department. The group should operate under the following guidelines:

- (a) To ensure a co-ordinated effort is made by users to comply with the policy on data management laid down by the EDP Policy Committee;
- (b) To provide appropriate mechanisms to assist senior managers and others in satisfying their information requirements, by acting as a facilitator or a catalyst to establish a link between a user and an organization capable of providing assistance. The group need not necessarily have a permanent role in whatever arrangement is made.
- (c) To establish security and privacy standards for all data elements, records and files in order that access is carefully controlled and in accordance with the "need to know" principle.

4.7 TECHNOLOGY STRATEGY

4.7.1 INTRODUCTION

Development of information systems technology is characterized by two strong trends: