

## Data Quality Policy

### Action Plan

<b>No</b>	<b>Action</b>	<b>Date</b>
1	<ul style="list-style-type: none"><li>▪ Each team to identify the individual officer and deputy responsible for each set of data</li><li>▪ PDOs to maintain a register of data sets detailing a description of the data, the owner of the data, a nominated deputy and the frequency at which the data is reported</li></ul>	30 November 2006
3	Detailed guidance notes should be kept for the compilation of all data, to ensure that there is business continuity in the provision of information in the absence of the main data owner	31 March 2007
4	Any computer reports used should be tested to ensure that the data being input and reported is accurate and relevant and the methodology recorded in guidance notes	31 March 2007
5	If changes are required to previously inputted data, the reasons for the change should be verifiable with a clear audit trail. Controls to be established (user ID/authorisation/dates etc) and audit trails identified and recorded in guidance notes	31 March 2007
6	All calculations whether manual or automated should be checked by another person to enable errors to be identified: In respect of PI data this section within the pro-forma MUST be signed off In respect of all other data sets the checking mechanism to be identified & recorded in the guidance notes	22 December 2006 31 March 2007
7	An annual review of data sets to be undertaken to establish their relevance & cost effectiveness to the business	31 March 2007