

## **DATA QUALITY POLICY**

This policy applies to the collection, recording, analysis, and reporting of all data across the Council, in all business areas and covers data quality in relation to partners.

Reference to data includes any information regularly reported by HBC either internally and/or externally upon which decisions are made.

To ensure the robustness of data, it is essential that the following rules are adhered to:

- Ownership responsibility should be clearly established for each set of data
- 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
- Any computer reports used should be tested to ensure that the data being input and reported is accurate and relevant
- If changes are required to previously inputted data, the reasons for the change should be verifiable with a clear audit trail
- All calculations whether manual or automated should be checked by another person to enable errors to be identified
- All data produced should be reviewed periodically to ensure that it is still relevant to the business, cost effective to provide and timely in terms of usefulness

This Data Quality Policy will be reviewed annually and updated as required.