



## **Module Specification**

### **Data and Information Governance**

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## Part 1: Information

**Module title:** Data and Information Governance

**Module code:** UFCFEY-15-M

**Level:** Level 7

**For implementation from:** 2021-22

**UWE credit rating:** 15

**ECTS credit rating:** 7.5

**Faculty:** Faculty of Environment & Technology

**Department:** FET Dept of Computer Sci & Creative Tech

**Partner institutions:** None

**Delivery locations:** Frenchay Campus

**Field:** Computer Science and Creative Technologies

**Module type:** Standard

**Pre-requisites:** None

**Excluded combinations:** None

**Co-requisites:** None

**Continuing professional development:** No

**Professional, statutory or regulatory body requirements:** None

## Part 2: Description

**Overview:** This module provides an essential set of knowledge and skills related to the legal and ethical management and organisation of information and data. With growing internal holdings, organisations need to implement best practice, manage risk and ensure compliance with regulations concerning privacy, data protection and copyright. This module will help students to develop competencies to take on this

kind of governance in future roles, both through strategic and long-term planning and through technical and practical data management methods

**Features:** Not applicable

**Educational aims:** To provide students with the opportunity to acquire a critical awareness and practical application of information law with particular reference to compliance, governance and risk in information and data management.

**Outline syllabus:** Introduction to Data Protection Law including GDPR

Freedom of Information Act and other data protection legislation

The work of the Information Commissioner's Office

Information and data quality processes and standards (e.g. Master data, data catalogues and metadata)

Information and data governance key concepts and principles

focusing on security, architecture, risk and business continuity frameworks

Governance audits, risk assessment and ethical issues

Strategies, policy, practical procedures (e.g. data anonymisation) and tools

Embedding information governance and security (including roles, responsibilities and culture)

Awareness and engagement practices for the workplace (including data literacy, training, needs analysis etc.)

The role of technology in information governance, security and risk management

### **Part 3: Teaching and learning methods**

**Teaching and learning methods:** Lecture and discussion time with module tutor and guest lecturers. Supported by teaching materials on the VLE, with associated web discussion groups, collaborative learning tasks and assignment tutorials.

#### **Module Learning outcomes:**

**MO1** Developed a sound knowledge and appreciation of key aspects of data protection law and understand how it is affected by the UK, European and global contexts in which it operates

**MO2** Critically assess the principles, practicalities and ethical issues involved in Data Protection/FOI

**MO3** Critically and effectively apply key data and information governance, compliance and risk management principles and practice

**MO4** Design artefacts to meet the legal, regulatory, organisational and/or societal requirements for data and information governance

**Hours to be allocated:** 150

**Contact hours:**

Independent study/self-guided study = 126 hours

Face-to-face learning = 24 hours

Total = 150

**Reading list:** The reading list for this module can be accessed at [readinglists.uwe.ac.uk](https://rl.talis.com/3/uwe/lists/FA480C21-7165-9614-19AD-93FE681D77B5.html?lang=en-US&login=1) via the following link <https://rl.talis.com/3/uwe/lists/FA480C21-7165-9614-19AD-93FE681D77B5.html?lang=en-US&login=1>

## **Part 4: Assessment**

**Assessment strategy:** Students will be assessed on their ability to develop a cohesive written policy and accompanying document/implementation plan to demonstrate a critical awareness of information management issues.

Formative activities will provide advice and guidance through the use of case studies to support successful achievement of the summative assessment.

The Resit assessment strategy will be the same as the main sit.

**Assessment components:**

### **Portfolio - Component A (First Sit)**

Description: A series of practical and written tasks to assess knowledge of regulation, compliance, strategy and implementation

Weighting: 100 %

Final assessment: Yes

Group work: No

Learning outcomes tested: MO1, MO2, MO3, MO4

**Portfolio - Component A (Resit)**

Description: A series of practical and written tasks to assess knowledge of regulation, compliance, strategy and implementation

Weighting: 100 %

Final assessment: Yes

Group work: No

Learning outcomes tested: MO1, MO2, MO3, MO4

**Part 5: Contributes towards**

This module contributes towards the following programmes of study:

Information Management [Sep][FT][Frenchay][1yr] MSc 2021-22

Information Technology [Sep][FT][Frenchay][1yr] MSc 2021-22

Data Science [Sep][FT][Frenchay][1yr] MSc 2021-22

Data Science [Sep][PT][Frenchay][2yrs] MSc 2021-22

Information Technology [Sep][PT][Frenchay][2yrs] MSc 2020-21

Information Management [Sep][PT][Frenchay][2yrs] MSc 2020-21