Module Specification

Data and Information Governance

Version: 2023-24, v2.0, 17 Mar 2023

Contents

Part 1: Information

Module title: Data and Information Governance

Module code: UFCFEY-15-M

Level: Level 7

For implementation from: 2023-24

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: Not in use for Modules

Field: Computer Science and Creative Technologies

Module type: Module

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: On successful completion of this module students will achieve the following 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 via the following link https://uwe.rl.talis.com/modules/ufcfey-15-m.html

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 (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 (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 Technology [Frenchay] MSc 2023-24

Data Science [NepalBrit] MSc 2023-24

Data Science [Frenchay] MSc 2023-24

Data Science [Frenchay] MSc 2023-24

Information Management [Frenchay] MSc 2023-24

Artificial Intelligence [Frenchay] MSc 2023-24

Information Technology [Frenchay] MSc 2022-23

Information Management [Frenchay] MSc 2022-23