

**This replaces Data Access  
Management mandatory training**



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# Data and Information Ownership

Data and Information Governance Team  
Reviewed June 2026

# Learning Objectives

- Define data and information ownership.
- Understand the role and responsibilities of a Data & Information Owner (DIO).
- Describe the importance of effective data and information ownership.
- Explain how data and information ownership applies across the data and information lifecycle.

# What is Data and Information?

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Data is sometimes thought of as the “raw material of information” and information as “data in context.” In TPR, across UK legislation and within global ISO standards, the terms ‘data’, ‘information’ and ‘records’ are often used interchangeably. Which term is used often depends on the context of its use.

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‘Data’ usually refers to what is stored and processed on systems.

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‘Information’ usually refers to what is conveyed and used by a person.

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‘Records’ usually refers to data / information which is retained for future use, or which conveys information from the past.

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# Data and Information Ownership

- Data & Information Owners (DIOs) are accountable for the integrity, security, and effective management of data and information assets under their remit
- Clear ownership improves data quality by ensuring a designated individual monitors compliance with legislation and best practice
- DIOs ensure records are accurate, accessible, and protected, while supporting their appropriate use to drive business value

For more information, please refer to: [Data and Information Ownership and Stewardship](#)

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# Data and Information Ownership Roles

| Term                                              | Description                                                                                                                                                                                                                                                                                                            |
|---------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Data &amp; Information Owner (DIO)</b>         | Data & Information Owners are Executive Director-level roles aligned to the Senior Managers Regime (SMR), accountable for the use of data or information for their function. They are equivalent to Data Owners or Information Asset Owners in other organisations. Responsibility can be delegated to DDIOs and DIMs. |
| <b>Deputy Data &amp; Information Owner (DDIO)</b> | TPR Director with delegated responsibility for a sub business area. Takes charge for the Data & Information Owners in overseeing the management and protection of data and information assets. They also stand-in for the DIO when they are unavailable.                                                               |
| <b>Data &amp; Information Manager (DIM)</b>       | A further level of delegation, oversees the implementation of data and information policies and processes at a team level, ensuring alignment with organisational standards and regulatory requirements. Collaborates with DIO, DDIO, and Data & Information Stewards to facilitate effective data governance.         |

# Importance of Data and Information Ownership

- Reduces the risk of data breaches and misuse
- Clarifies accountability for data and information
- Supports secure and effective use of data and information
- Enables better decision-making

# Data & Information Stewards

- Data & Information Stewards are points of contact for data or information within their area and champion best practice, equivalent to Local Information Managers or Data Stewards in other organisations.
- They are *not* owners and don't make decisions about the data or information, but share expertise with owners and other roles to support decision making



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# Data and Information Lifecycle Management

# Data and Information Lifecycle Management

Data and Information Owners (DIOs) ensure that data and information are effectively managed across their full lifecycle by putting in place the processes and controls needed to support secure, accurate, and appropriate use.

This is applied across the following stages:

## Plan / Design Information

- Any new information process must undergo a Process Impact Assessment (PIA) completed by the Data & Information Steward with the Data & Information Governance (DIG) team

# Plan / Design Information

The PIA forms a record of

- the process i.e. how information will be used over its lifecycle

- the accountable owner

- risks, issues and other comments identified by DIG, the DPO and others

- actions agreed by the DIO, DDIO or DIM

It helps ensure use of information is lawful, ethical, accountable and in line with TPR's Data Principles

## Create / Obtain Information

Within the lifecycle, staff must:

- record only information which is necessary for a specific lawful purpose
- avoid the collection or creation of duplicate, unnecessary, un-useful or unreliable information
- create a clear and accurate record of key TPR decisions and activities
- apply appropriate sensitivity labels to data and documents

# Store / Organise Information

Within the lifecycle:

- Owners must ensure access is controlled, limited to business need, and regularly reviewed

- Staff must store information in systems or platforms controlled and managed by TPR

- Staff should store information in locations appropriate to its classification

# Use Information

Within the lifecycle:

Owners must ensure data and information within their processes are relevant and support business functions

Owners must ensure their data and information are shared appropriately and lawfully, supported by agreements where required

Staff must check their use of information is compliant with the data and information management policies and aligns with local processes and procedures

# Retain or Dispose of Information

Within the lifecycle:

Owners must agree retention periods for their information based on business need or legal requirements

Owners must enable the review and deletion of information within their directorate or team that does not need to be retained

Staff must delete information or apply retention labels in line with the retention periods agreed by their DIO

# Test Your Knowledge

Who is a Data & Information Owner at TPR?

- a) Director.
- b) Head of Department.
- c) Executive Director.
- d) All of the above

Answer: c



# Test Your Knowledge

What is the difference between data and information?

- a) Data is the same as information.
- b) Data is the raw material of information while information is data in context.
- c) Information is the raw material of data.

Answer: b



# Test Your Knowledge

Data and Information Lifecycle management is a major accountability for Data & Information Owners, True or False.

- a) True.
- b) False

Answer: a



# Summary of Learning

- Data & Information Ownership roles
- The roles of Data & Information Stewards
- The accountability of Data & Information Owners for their information over its lifecycle
- How data and information are managed across the lifecycle in TPR
- Responsibilities of owners and staff when managing information

For more information, contact the Data  
and Information Governance team at:  
[DataGovernanceMailbox@tpr.gov.uk](mailto:DataGovernanceMailbox@tpr.gov.uk)