

Data and Information Ownership and Stewardship

Data and Information Owners (DIO) are entrusted with maintaining the integrity, security, and effective management of data and information assets. By establishing clear ownership, we enhance accountability, improve data quality, and ensure compliance with legislation and best practice. DIOs oversee the entire lifecycle of data and information, from creation and storage to usage and disposal. They ensure that records are accurate, accessible, and protected, while facilitating their strategic use to drive business value.

What is Data and Information?

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.

- ‘Data’ usually refers to what is stored and processed on systems.
- ‘Information’ usually refers to what is conveyed and used by a person.
- ‘Records’ usually refers to data / information which is retained for future use, or which conveys information from the past.

Importance of Data and Information Ownership

Enhanced Accountability: Data & Information Owners (DIOs) are accountable for the integrity, security, and management of data and information assets.

Data & Information Owner (DIO)	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.
Deputy Data & Information Owner (DDIO)	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.
Data & Information Manager (DIM)	A further level of delegation, oversees the implementation of data and information policies and processes at a team level, ensuring alignment with organizational

	standards and regulatory requirements. Collaborates with DIO, DDIO, and DIS to facilitate effective data governance.
Data & Information Steward (DIS)	Data & Information Stewards are points of contact for data or information within their area and champions of best practice, equivalent to Local Information Managers or Data Stewards in other organisations.

Improved Data Quality: DIOs ensure records are accurate, accessible, and protected throughout their lifecycle.

Compliance: Clear ownership roles help TPR comply with legislation and best practices, safeguarding the organisation legally and reputationally.

Data and Information Ownership Roles

List of TPR Data and Information Ownership and Stewards

An up-to-date list of Data & Information Ownership roles and Data & Information Stewards is now available for all colleagues to search.

This register will be updated regularly to ensure it remains accurate and useful.

- **Data and Information Ownership Register**

If you have any updates or queries, please get in touch with the Data & Information Governance team at:

 DataGovernanceMailbox@tpr.gov.uk