Quality Plan for Data Management

WP 1 Management and Coordination

Date: 04/03/2021

DQM01-PR00

Data Quality Management Regulation

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1. Introduction

This document regulates the need to collect, process and maintain accurate and reliable data for the management of the FILMEU project activities and to respond adequately to internal and external requirements. The document specifies how all data should be collected, stored and disseminated for instance via reports in the context of the implementation of the project reference: FILMEU – The European University for Film and Media Arts, Project: 101004047, EPP-EUR-UNIV-2020 — European Universities, EPLUS2020 Action Grant. This regulation is only applicable to data directly resulting from the activities of the project and does not include any personal or administrative data pertaining to the institutions involved.

2. Scope

The maintenance of the procedures under the present Regulation aims to guarantee the quality of the data so that FILMEU project can:

- Comply with data protection regulations applicable under regulations in place in any of the higher education institutions in the consortium;

- Provide effective and efficient services to users;

- Produce accurate and comprehensive management information for the decision-making process, namely in the context of the implementation of the different work packages (WP) defined in the project;

- Monitor and control activities and operations;

- Comply with legal obligations by providing accurate reports;

- Ensure the archiving and protection of all data generated in the scope of research and innovation work of the FILMEU project;

- Guarantee the storage, distribution and normalized access to third parties for the purpose of verifying the fulfillment of project's objectives.

This Regulation applies to managing the quality of data generated during the project or provided from the project systems:

- Owned and managed by the four Institutions involved in the Project (Lusófona University / SZFE University of Theatre and Film Arts / LUCA School of Arts / Dún Laoghaire Institute of Art, Design and Technology) where services are provided or activities are conducted directly by each Institution in relation with the project's implementation;

- Co-owned by the FILMEU consortium or managed by a third-party delivering services on behalf of FILMEU Project as defined in the project's Grant Agreement;

- Owned and managed by partner entities where data is supplied to the FILMEU Project as a lead authority responsible for operating the project's performance management framework.

3. Institutions and Services Involved

- ULHT Lusófona University Lisbon / Portugal

- SZFE University of Theatre and Film Arts Budapest / Hungary

- LUCA School of Arts Brussels / Belgium

- Dún Laoghaire Institute of Art, Design and Technology Dublin / Ireland

4. Responsibilities

It is the responsibility of the Project Management Board (PMB) to coordinate the implementation of the Regulation and ensure compliance with the policies and procedures defined therein. Any changes to this regulation must be proposed to the PMB by the Task Force Coordinators in each WP.

4.1. Project Management Board

The Project Management Board (PMB) has overall responsibility for the efficient management and good conduct of all aspects of the FILMEU projects.

4.2. Task Force Coordinators

The Task Force Coordinators take particular responsibility for data quality and promote improvement within individual teams. They are responsible for:

- ensuring the implementation of adequate and secure systems, which maintain an acceptable standard of information;

- ensuring that the information provided is accurate, timely and meets relevant guidelines;

- raising awareness of the data quality policy and ensuring that all staff understand their own area of responsibility in relation to data quality.

4.3. Audit and Risk Committee

The Audit and Risk Committee is setup inside the PMB and is responsible for reviewing the effectiveness of the FILMEU internal control systems. The Committee is required to give, as part of its annual report, its conclusions on the adequacy and effectiveness of the arrangements for the management, quality assurance and quality control of data.

5. Risk Management

The approach should be directly focused on **assessing the risks associated** with data quality problems, such **as:**

- Negative consequences (financial or otherwise), **as a** result of sending inaccurate or misleading data in compliance with legal or regulatory obligations;

- Misleading reports regarding Project's performance, whether for internal or external use;

- Inadequate decision-making and inefficient service delivery;

- Damage to reputation with customers and / or stakeholders;

- Damage to the FILMEU project relations with partner entities;

- Regulatory action and fines for non-compliance with the General Data Protection Regulation.

6. General Guidelines and Principles of Data Quality

The present Regulation aims to guarantee the collection, treatment, storage and distribution of quality data, taking into account the following core dimensions on data quality:

6.1. Accuracy

Data must be sufficiently accurate for the intended purposes. Accuracy is more likely to be achieved if the data is obtained as close as possible to the point of activity. Although data should be obtained only once, it can be used several times.

Accuracy tends to be greater if the team providing the data is aware of its importance and has quick access to the information based on it, especially if they derive any benefit from their effort in ensuring the quality of that data, as for example, receiving relevant performance information in return.

6.2. Validity

Data must be recorded and used consistently, in accordance with the relevant requirements, rules or definitions established. Any collection, use or analytical process of information must incorporate an agreed validation, and an agreed method or tool to ensure that the standards and principles are met, in order to allow for the identification and control of duplicate records and other errors.

6.3. Accessibility

Information must be accessible quickly and efficiently through the use of systematic and consistent management in electronic format. Access must be appropriate, so that only those with a legal basis and a legitimate relationship to the data can view, create or modify them. A centralized system based on the project's intranet available via FILMEU MS TEAMS is provided for all data storage. All data should be stored based on the following hierarchy:
  a) Work Package
  b) Activity
  c) Owner
  d) Date

File naming should follow the same rule and all documents must include a header with this info.

6.4. Reliability

Data and information must reflect a stable, systematic and consistent approach to improve reliability. The review and application of data collection methods must be considered to ensure a positive impact on the quality or content of any information produced.

6.5. Opportunity (Timeliness)

Data must be captured as soon as possible after any event and must be available quickly and efficiently, in line with data protection legislation and guidelines.

6.6. Relevance

The purpose of data collection must be understood and the data collected must be relevant to that purpose. This involves a periodic review of data collection requirements.
The captured data must be appropriate for the intended purpose and never excessive.

6.7. Integrity (Completeness)

Integrity can have a real impact on data quality. The data quality assessment should monitor the missing, incomplete or invalid information, as well as the identification of future or occurring causes and the associated risks.

6.8. Storage and Security

The Data must be stored in a secure environment, preferably password protected and available only to those personnel on the Project that have a requirement to access the Data.

6.9. Retention

Data should only be held by the project for the length of time that it is needed and then must be deleted and destroyed. The period of retention must be notified to Data Subjects in advance of the collection of the Data.

For Lusófona University – Manuel José Damásio
Lisbon, March 2nd 2021

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