



Data and Innovation Team

Data Governance

Last Updated Date: May 2026

Overview

Description

Data governance is the way we use, retain, and organize data. Data governance can help us to provide excellent service while protecting the public good and mitigating the misuse of data.

Purpose

Data governance supports innovation, transparency, and service to the community. It provides a unified framework for classifying, managing, sharing, and publishing data in ways that:

- Protect sensitive information and individual privacy,
- Improve data quality, accessibility, and usability,
- Encourage collaboration across departments,
- Advance evidence-based decision-making, and
- Foster innovation through open and responsible data use.

Mission

Our mission is to foster a seamless, data-informed city where collaboration breaks down siloes to enhance the experiences of our residents, business owners, and visitors. By uniting our departments and leveraging insights from data, we aim to inspire thoughtful, more responsive services that meet the evolving needs of Miami's diverse community.

Vision

Our vision is to build a connected ecosystem where information is easy to find, easy to use, and accessible to everyone.



Data Governance Working Group

Roles and Responsibilities

Chief Data Officer (CDO)

- Establish Data Governance Working Groups and frameworks.
- Develop and oversee data policies and procedures.
- Develop templates for sharing data between departments and with external agencies, working with the City Attorney's Office, CISO and CIO.
- Define standards for data modeling, architecture, metadata, and policies across the data lifecycle.
- Promote responsible data sharing and strategic planning with departments

Chief Information Officer (CIO)

- Collaborate with the CDO to procure, maintain, and evaluate the city's data and analytics platforms.
- Ensure alignment of data infrastructure with citywide IT strategy and systems.
- Design and support systems that enable optimal data collection, data quality, and scalable use across departments.
- Partner with the CISO and CDO to ensure data systems support governance, privacy, and access controls.

Chief Information Security Officer (CISO)

- Develop and enforce data protection standards, including vendor security requirements and breach protocols.
- Advise departments on data security and management practice.

City Attorney's Office

- Draft and review data sharing agreements for legal compliance.
- Ensure external data sharing complies with consent requirements and legal standards.
- Advise on risks and implications of data sharing.

Data Governance Working Group

- Support implementation of data governance policies.
- Collaborate with Stewards and departments on inventory, classification, and prioritization.
- Ensure alignment with city goals, support role-based access and classification policies, and monitor governance effectiveness.

Data Owner

- Department generating data.
- Define access levels, conditions, and classification categories to guide data use and sharing.
- Ensure data is reliable and accurate.
- Review and approve external/internal data access requests.
- Authorizes deletion.

Data Steward

- Conduct data inventory and metadata documentation.
- Classify data per standards and support access reviews to ensure proper labeling of sensitive information.
- Coordinate dataset publication and maintain documentation.
- Correct data errors and ensure data quality.
- Collaborate with governance groups on priorities.

Data Custodian

- Maintain systems infrastructure (e.g., databases, security layers, and GIS systems).
- Support technical requirements for governance.
- Ensure secure storage and transmission and implement access controls set by stewards.
- Execute secure deletion of datasets or systems based on approved retention schedules.

Data Users

- Use interdepartmental data ethically and within intended scope.
- Follow usage constraints and privacy laws.
- Review documentation before analysis.
- Report data issues to Stewards.
- Adhere to MOU or sharing agreement terms and use data responsibly in line with city policies.