



Data and Innovation Team

Data Strategy & Governance

Last Updated Date: July 2025

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 misuses of data.

Purpose

Collaborative data management enables the City of Miami to leverage data as a strategic asset. This guidance establishes a framework for the management of data that adds value by improving data quality, improving access to data, enhanced security, interoperability between datasets, and advanced data science.

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

To elevate data as a business asset.

For data to be useful it must be in good shape. We all have a role.

*The **department/data owners** must commit to getting in shape.*



***IT /data custodians** maintain the gym.*

***Data team/data stewards** are the trainers.*

Strategic Overview

- Operationalize data governance
- De-silo high priority process data
- Establish and/or define specific roles and responsibilities around data
- Develop a practice of data analytics and data science to address our largest problems

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.

Data 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.