Data Governance Mini-Template

Use this template to establish clear data governance policies for AI-ready operations. Fill in each section based on your business workflows and compliance needs.

1. Data Ownership

- Primary Data Owner:
- Department Responsible:
- Secondary / Backup Owner:
- Access Level Rules:

2. Access Control

- Who can access this data?
- Role-based permissions:
- Approval process for new access:
- Authentication method (MFA, SSO, etc.):

3. Data Retention

- Retention duration:
- Archival process:
- Automatic deletion schedule:
- Legal or industry standards to follow:

4. Data Quality Standards

- Required data accuracy level:
- Required completeness threshold:
- Update/Audit frequency:
- Reporting method for quality issues:

5. Compliance & Privacy

- Relevant compliance frameworks (GDPR, CCPA, HIPAA, etc.):

- PII handling procedures:
- Consent requirements:
- Data masking / anonymization process:

6. Data Update Schedule

- How often is data updated?
- Who performs updates?
- Change logging procedure:
- Version control system:

7. Risk Management

- Primary risks associated with this data:
- Mitigation plan:
- Backup strategy:
- Incident response steps: