

## APPENDIX 2

### Matrix of Data Quality Responsibilities

<b>All with responsibility for inputting/extracting information from systems</b>	<b>Managers with data quality responsibilities (including PI responsible officers)</b>	<b>Heads of Service</b>	<b>PMU</b>	<b>Internal Audit</b>
<p>Knowledge of relevant data definitions and guidance</p> <p>Input accurate information</p> <p>Up-to-date record keeping (not entered in a block)</p>	<p>Maintain a robust control environment</p> <p>Identify and rectify gaps in control environment</p> <p>Training/guidance</p>	<p>Overall responsibility for the reliability of data</p> <p>Ensure that Job Descriptions reflect data quality responsibilities.</p> <p>Oversight of robustness of data systems.</p>	<p>Maintain list of systems and DQ actions for PI data</p> <p>Co-ordinate risk assessment of systems, liaising with IA and PI leads</p> <p>Checking that proposed improvements have been implemented for PI systems</p> <p>Communicating the commitment to DQ</p> <p>Reporting progress on DQ to MB</p>	<p>Support improvement on individual systems</p> <p>Incorporate DQ issues in routine audit work</p>