



# ASSIGN ECOSYSTEM DATA OWNER/DATA STEWARD PROTOCOL

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## 1. Protocol Purpose and Brief

- 1.1 The **Assign Ecosystem Data Owner/Data Steward Protocol** is implemented in conjunction with the DOH Data Governance Standard
- 1.2 The purpose of this protocol is to establish a formal process for assigning Data Owners and Data Stewards within Abu Dhabi's healthcare ecosystem. This protocol aims to ensure that each data element within the ecosystem is under the stewardship of designated individuals who are responsible for its accuracy, privacy, and security. The protocol outlines the process for their selection of Data Owner and Data Steward. Implementing this protocol is crucial for maintaining data integrity and supporting the delivery of high-quality healthcare services.

## 2. Definitions and Abbreviations

| No. | Term / Abbreviation                                      | Definition                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----|----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2.1 | Data and Digital Governance Office (DDGO)                | A centralized unit responsible for overseeing the management, security, and ethical use of data and digital assets. The DDGO drives strategies to improve data and digital governance, standardize practices, and align both with the organization's overall data and digital objectives.                                                                                                                                                                                                         |
| 2.2 | Data Owner                                               | The individual responsible for overseeing data management practices within a specific domain, ensuring compliance with data governance standards and regulations.                                                                                                                                                                                                                                                                                                                                 |
| 2.3 | Data Steward                                             | The individual responsible for managing and overseeing data usage and integrity within specific data domains, assisting Data Owners in resolving data-related issues.                                                                                                                                                                                                                                                                                                                             |
| 2.4 | Department of Health (DoH)                               | The regulatory authority responsible for overseeing healthcare operations and establishing data governance standards and policies within the Abu Dhabi healthcare ecosystem.                                                                                                                                                                                                                                                                                                                      |
| 2.5 | Entity                                                   | Organizations, institutions, and stakeholders involved in delivering, managing, regulating, or supporting healthcare services, regulated by DoH. This includes healthcare providers, hospitals, clinics, research institutions, and any affiliated organizations that contribute to or interact with healthcare data, digital health services, and patient care within Abu Dhabi. These entities are responsible for adhering to the policies, regulations, and standards established by the DoH. |
| 2.6 | Key Performance Indicator (KPI)                          | A measurable value that reflects how well something is performing compared to a set objective.                                                                                                                                                                                                                                                                                                                                                                                                    |
| 2.7 | Onboarding                                               | The process of introducing and integrating a newly approved Data Owner or Data Steward into their role.                                                                                                                                                                                                                                                                                                                                                                                           |
| 2.8 | Responsible, Accountable, Consulted, and Informed (RACI) | A matrix used to define and clarify roles and responsibilities ensuring clear accountability for tasks or decisions.                                                                                                                                                                                                                                                                                                                                                                              |

|             |                               |                                                                                                                                                                                                                                                                                                                                |
|-------------|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>2.9</b>  | Service Level Agreement (SLA) | A formal document that outlines the expectations between a service provider and the beneficiary.                                                                                                                                                                                                                               |
| <b>2.10</b> | Steering Committee            | A group of key stakeholders responsible for overseeing and guiding the strategic direction, decision-making, and progress of a project or initiative, ensuring alignment with organizational goals. In context of the protocol, responsible for reviewing and approving nominations for Data Owner and Data Steward positions. |

### 3. Recommended Protocol

#### Process:

#### There are 3 possible ways to start the process:

- **1a. Introduced New Dataset/Data Attribute**  
Entity onboarded a new dataset or data attribute.
- **1b. Left Role by Data Owner/Data Steward**  
Entity confirms that a Data Owner or Data Steward has left their role. This step triggers the reassignment process, ensuring that no gaps in data management occur.
- **1c. Validated Existing Data Owners and Data Stewards in the Entity**  
Entity validates the current list of Data Owners and Data Stewards. This step ensures that roles are assigned to the right individuals.

#### 2: Does the Dataset Have Assigned Data Owner and Data Steward?

In this step, the entity's senior management checks if the dataset has assigned Data Owners and Data Stewards.

*If Yes: Proceed to Step 3. Is the Assignment and Approval of Roles According to DoH Regulations?*

*If No: Proceed to Step 6. Nominate New Data Owner.*

#### 3: Is the Assignment and Approval of Roles According to DoH Regulations?

This step ensures that the roles assigned to Data Owners and Data Stewards comply with DoH regulations. The entity's senior management checks if the assignment follows all necessary protocols.

*If Yes: Proceed to Step 4. Is the Role Activated?*

*If No: Return to Step 6. Nominate New Data Owner.*

#### 4: Is the Role Activated?

The entity's senior management checks whether the Data Owner or Data Steward roles have been activated and are currently functional.

*If Yes: Proceed to Step 13. Confirm Role and Update Impacted Documentation.*

*If No: Proceed to Step 6. Nominate New Data Owner.*

#### 5: Is It Data Owner or Data Steward?

This step distinguishes whether the reassignment is for a Data Owner or a Data Steward. The entity's senior management determines which role needs to be filled.

*If Data Owner: Proceed to Step 6. Nominate New Data Owner.*

*If Data Steward: Proceed to Step 9. Nominate New Data Steward.*

### **6: Nominate New Data Owner**

The entity's senior management nominates a new Data Owner to fill the vacant role.

### **7: Review and Approve Data Owner/Data Steward Candidate**

The appropriate authoritative body (senior management / committee for the Abu Dhabi healthcare entities, and DHC for DoH) reviews and approves the nominated candidate for Data Owner to ensure the candidate is qualified and appropriate for the role.

### **8: Approved?**

This decision step determines if the candidate has been approved by the Steering Committee.

*If Yes: Proceed to Step 12. Onboard New Data Owner/Data Steward.*

*If No: Return to Step 6. Nominate New Data Owner.*

### **9: Nominate New Data Steward**

The senior management nominates a Data Owner nominates a new Data Steward to fill the vacant position.

### **10: Review and Approve Data Steward/Data Owner Candidate**

The Steering Committee reviews and approves the nomination of the Data Steward candidate.

### **11: Approved?**

This decision determines whether the nominated Data Steward has been approved by the Steering Committee.

*If Yes: Proceed to Step 12. Onboard New Data Owner/Data Steward.*

*If No: Return to Step 9. Nominate New Data Steward.*

### **12: Onboard New Data Owner/Data Steward**

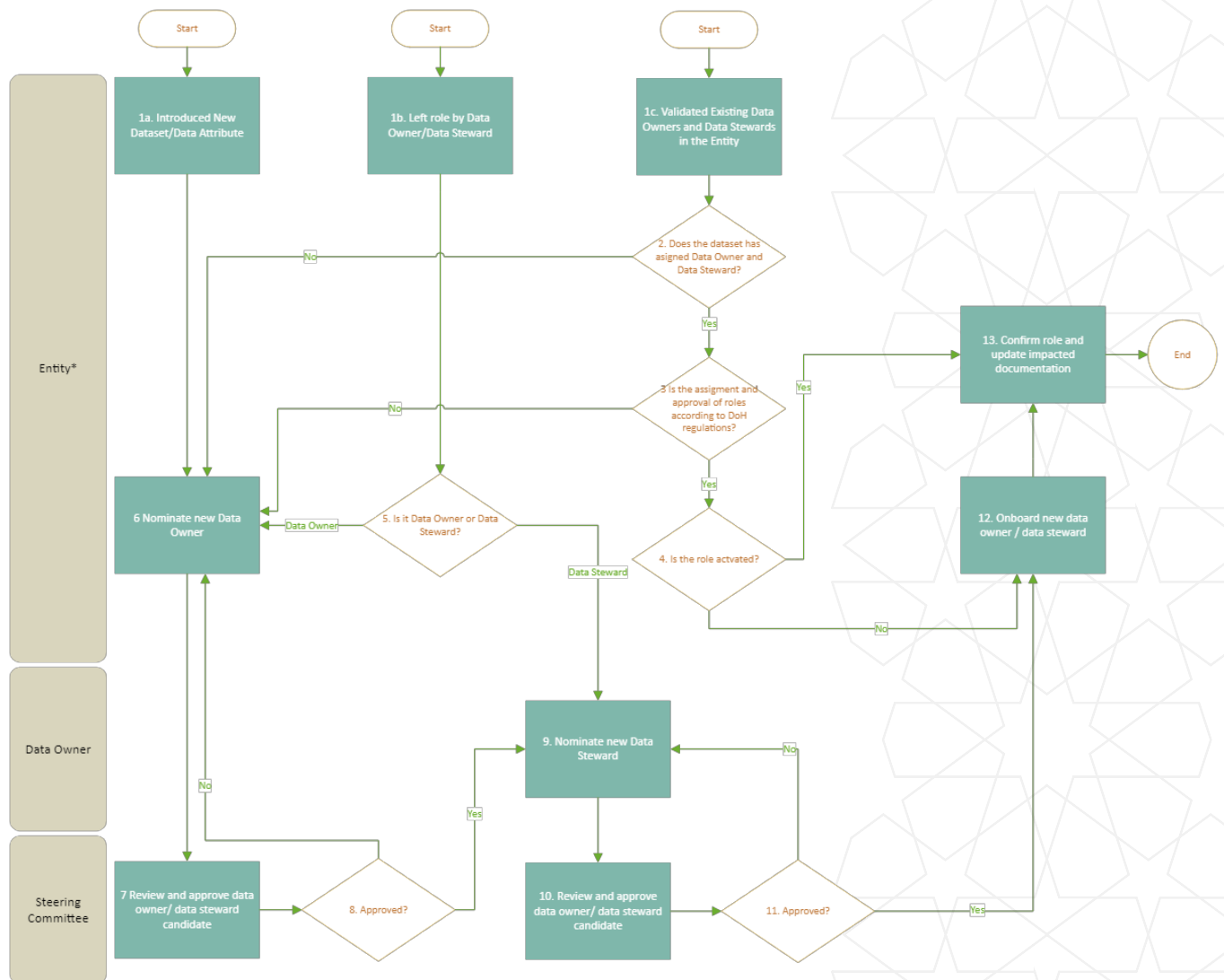
The entity boards the newly approved Data Owner or Data Steward. This includes assigning them the necessary access to systems and ensuring they understand their responsibilities for managing the dataset. It may be done by the entity's Data Office or senior management.

### **13: Confirm Role and Update Impacted Documentation**

The entity confirms the activation of the new Data Owner or Data Steward and updates all relevant documentation to reflect the new assignment. It may be done by the entity's Data and Digital Governance Office or senior management.

### **End of the Process**

## Process (Illustration):



\* It may be done by the entity's Data and Digital Governance Office, or its equivalent, or senior management.

## Service Level Agreement (SLA)

| #  | Process Step                                                          | SLA (Business Days) |
|----|-----------------------------------------------------------------------|---------------------|
| 1a | Introduced New Dataset/Data Attribute                                 | -                   |
| 1b | Left Role by Data Owner/Data Steward                                  | -                   |
| 1c | Validated Existing Data Owners and Data Stewards in the Entity        | -                   |
| 2  | Does the Dataset Have Assigned Data Owner and Data Steward?           |                     |
| 3  | Is the Assignment and Approval of Roles According to DoH Regulations? | 1                   |
| 4  | Is the Role Activated?                                                |                     |
| 5  | Is It Data Owner or Data Steward?                                     |                     |
| 6  | Nominate New Data Owner                                               | 3                   |
| 7  | Review and Approve Data Owner/Data Steward Candidate                  | 5                   |
| 8  | Approved?                                                             |                     |
| 9  | Nominate New Data Steward                                             | 3                   |
| 10 | Review and Approve Data Steward/Data Owner Candidate                  | 5                   |
| 11 | Approved?                                                             |                     |
| 12 | Onboard New Data Owner/Data Steward                                   | 5                   |
| 13 | Confirm Role and Update Impacted Documentation                        |                     |

## KPIs

| # | KPI                          | Description                                                                | Calculation                                                              | Frequency | Threshold   |
|---|------------------------------|----------------------------------------------------------------------------|--------------------------------------------------------------------------|-----------|-------------|
| 1 | <b>Approval Success Rate</b> | Measures the percentage of Data Owner and Data Steward candidates approved | $(\text{Approved candidates} / \text{Total nominated candidates}) * 100$ | Monthly   | $\geq 90\%$ |

#### 4.Key stakeholder Roles and Responsibilities

##### RACI

| #  | Process Step                                                          | Entity | Data Owner | Steering Committee |
|----|-----------------------------------------------------------------------|--------|------------|--------------------|
| 1a | Introduced New Dataset/Data Attribute                                 | R, A   |            |                    |
| 1b | Left Role by Data Owner/Data Steward                                  | R, A   |            |                    |
| 1c | Validated Existing Data Owners and Data Stewards in the Entity        | R, A   |            |                    |
| 2  | Does the Dataset Have Assigned Data Owner and Data Steward?           | R, A   |            |                    |
| 3  | Is the Assignment and Approval of Roles According to DoH Regulations? | R, A   |            |                    |
| 4  | Is the Role Activated?                                                | R, A   |            |                    |
| 5  | Is It Data Owner or Data Steward?                                     | R, A   |            |                    |
| 6  | Nominate New Data Owner                                               | R, A   |            |                    |
| 7  | Review and Approve Data Owner/Data Steward Candidate                  |        |            | R, A               |
| 8  | Approved?                                                             |        |            | R, A               |
| 9  | Nominate New Data Steward                                             |        | R, A       |                    |
| 10 | Review and Approve Data Steward/Data Owner Candidate                  |        |            | R, A               |
| 11 | Approved?                                                             |        |            | R, A               |
| 12 | Onboard New Data Owner/Data Steward                                   | R, A   |            |                    |
| 13 | Confirm Role and Update Impacted Documentation                        | R, A   |            |                    |

R – Responsible, A – Accountable, C – Consulted, I – Informed

#### 5. Relevant Reference Documents

| No. | Reference Date | Reference Name               | Relation Explanation / Coding / Publication Links |
|-----|----------------|------------------------------|---------------------------------------------------|
| 1   | July-2025      | DOH Data Governance Standard | Standard                                          |