


Property of Oil Spill Response 	Document Title Data Governance Policy	Document Number OSRL-TECH-POL-00936	
		Revision	0



Data Governance Policy

REVISION HISTORY

Revision	Date	Description	Author	Reviewer	Approval
0	11 May 2022	Document review and publication	Gemma Littlewood	HSEQ Director	HR Director

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1 Scope

This document sets out the policy of Oil Spill Response Limited (OSRL or The Company) on Company Data Governance.

This policy covers all employees of OSRL wherever they may be working. OSRL also expects our contractors, business partners and third-party providers of goods and services to follow appropriate data management practices. This policy covers all data retained by or in OSRLs' custody or control, including all paper documents and electronically readable formats.

2 Purpose

This policy sets out the principles for data governance which OSRL strives towards to ensure data is managed (acquired, stored, shared and used) effectively. Data is a strategic asset for the organisation that requires careful and organised management for its value to be realised. Data is key to decision making, risk management and identifying new opportunities.

The Data Governance Vision is to effectively manage OSRL data as an asset, ensuring that data is collected, created and processed in a manner that it can deliver value to OSRL, its Members, Customers and the wider Response Industry.

3 The Six Data Governance Principles

The following principles govern OSRL's approach to managing data:



Data has Purpose and Value

Data is an asset with unique properties and OSRL manage data for an identifiable purpose.



Everyone Responsible

All staff are responsible for adhering to the Data Governance Principles. OSRL's Data is Stewarded by trained Team Members.



Lifecycle Management

OSRL manage the lifecycle of data across processes and systems.



Data Quality

OSRL ensure data is of suitable quality, accurate and up to date.



Data Security

OSRL's Data is suitably secured.



Educate

OSRL ensure that education and training is provided for all employees.

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4 Context


This policy relates to and should be read alongside:

- OSRL Information Technology and Cyber Security Policy (OSRL-ADMN-POL-00392)
- OSRL Information Classification Policy (OSRL-TECH-POL-00992)
- Control of Documents Procedure (OSRL-TECH-PRO-00001)
- OSRL Data Protection Policy (OSRL-HRES-POL-00347)

5 Definitions

The following words used in this policy and those identified in Section 3 are defined to provide guidance for its interpretation and implementation.

- **Data Governance** – A collection of processes, roles, policies, standards and metrics that ensure the effective and efficient use of data in enabling OSRL to achieve its goals. The act of establishing, managing and communicating this policy and mechanisms for effective data usage. Ensure data is managed consistently across the company for improved access, use and sharing.
- **Data Management** – The practice of constructing, maintaining and using a framework for creation, storage, processing, protecting, validating, archiving and destroying to ensure the accessibility, reliability and timeliness of the data for its users.

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Appendix A

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OSRL Data Governance Policy

OSRL's Data Governance Policy sets out the principles for data governance which OSRL strives towards to ensure data is managed (acquired, stored, shared and used) effectively. Data is a strategic asset for the organisation that requires careful and organised management for its value to be realised. Data is key to decision making, risk management and identifying new opportunities.

The Data Governance Vision is to effectively manage OSRL data as an asset, ensuring that data is collected, created and processed in a manner that it can deliver value to OSRL, its Members, Customers and the wider Response Industry.

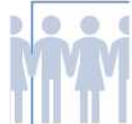
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OSRL manage the lifecycle of data across processes and systems.



Data Quality

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Data Security

OSRL's Data is suitably secured.



Educate

OSRL ensure that education and training is provided for all employees.

All employees as well as contractors, visitors and delegates shall understand OSRL's approach to data governance and support the organisation in its mission to adhere to the six data governance principles.

DocuSigned by:

Robert M. Limb

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Robert Limb

Chief Executive Officer

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