

# SC ECIDS DATA GOVERNANCE MANUAL

Number: Title	XX: Data Use Policy		
Approved by	Early Childhood Advisory Council	Approved Date	August 15, 2024

## POLICY STATEMENT

The South Carolina (SC) Early Childhood Advisory Council (ECAC), as the governing body of the South Carolina Early Childhood Integrated Data System (ECIDS), is committed to ensuring that SC ECIDS data that are made publicly available are used appropriately and responsibly by decision-makers and other stakeholders. ECIDS data may be used for authorized purposes, including but not limited to research, policy analysis, program evaluation, and quality improvement initiatives related to children residing in or served in South Carolina. Data use must comply with applicable laws, regulations, and data use agreements.

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## PURPOSE

The purpose of the policy is to explain the circumstances under which SC ECIDS data can or cannot be used and the appropriate ways that SC ECIDS data can be used aligned with the key questions approved by the ECAC for the SC ECIDS. This policy describes aggregate data that are made publicly available for SC ECIDS initiatives, like through static reports or dynamic dashboards. This policy does not describe using data for research that requires child-level data, like those described in the "Data Access and Acquisition Policy".

## SCOPE

This policy applies to all data collected, processed, and stored for any SC ECIDS initiative, including but not limited to personally identifiable information (PII), sensitive educational records, research data, and administrative data.

## DEFINITIONS

- **Personally Identifiable Information (PII)** is any data that could potentially identify an individual, including names, addresses, social security numbers, or other identifying information.
- **Sensitive educational records** include data or information that are collected and stored for educational purposes that individual(s) may not want to be shared with others or could contain information that may cause harm to the individual.
- **Research data** are pieces of information that are collected for the purposes of conducting research or answering a research question, which could include data that have been adjusted based on administrative data or primary data collected for the purposes of conducting research.
- **Administrative data** is information about individuals or program operations that are collected and maintained as a part of the functioning of a service or program.
- **Participating programs** are programs that regularly contribute data to any SC ECIDS initiative (see "Program Participation Policy").
- **External/authorized users** are individuals or entities granted access to ECIDS data for legitimate purposes, including researchers, policymakers, program administrators, and other stakeholders.
- **Key questions** are the six key questions for SC ECIDS adopted by the ECAC in August 2021 and outlined in the Data Governance Charter.
- **Indicators** are measures or metrics used to answer a key question. Several indicators could be used to answer one key question.

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- **Demographics** are groups of the population that are stagnant, like a child’s birth year, or are subject to change, like a child’s county of residence.

## ROLES AND RESPONSIBILITIES

- Participating programs have data stewards, who are responsible for managing and maintaining data quality for their program (see “Data Quality Policy”), serving on the initiative specific data governance work group (DGWG).
- As outlined in the “Data Ownership Policy”, participating programs are the final decision-makers for how data they share in the SC ECIDS is used. Individuals within program teams who have final decision-making authority is a program-level decision. These individuals will support data and research request processes by responding to requests in a timely manner, set forth by DGWG timeframes for decision-making.
- External/authorized users are responsible for abiding by SC ECIDS data use policies and any rules specific to their data request (see “Data Access and Acquisition Policy”).
- The DGWG is responsible for recommending data use policies for the SC ECIDS that align with participating programs’ individual data use policies and for communicating and working with external/authorized users on requesting and accessing SC ECIDS data, as detailed in the “Data Access and Acquisition Policy”.

## PROCESS

1. DGWG decides on a key question to start with and identifies indicator(s) and demographics to answer that key question based on the available data from the participating programs.
2. If additional data elements need to be contributed to obtain an indicator, an addendum to the relevant data sharing agreement is executed (see “Program Participation Policy”).
3. Regardless of the ECIDS initiative, participating programs have to sign off on the indicator via a Data Sharing Addendum, which includes two consents obtained at different times: (1) indicates their agreement to use their data to calculate the indicator initially; (2) authorizes their indicator to be shared publicly on the dashboard. These sign-offs must be done in a timely manner following the timeframes outlined by the DGWG.

## RELATED POLICIES

- Data Access and Acquisition Policy
- [Program Participation Policy](#)
- Data Quality Policy
- [Data Ownership Policy](#)

## REVISION HISTORY

Responsible Party	Reason for Change	Date	Version
Molly Tuck	Revision 1 of policy shared with DGWG	July 19, 2024	1.1
Chelsea Richard	Initial version of policy	July 3, 2024	1.0