**Global Data Governance Roles and Responsibilities Standard**

**DC-DG-01-01**

**Purpose/Overview**

This Global Data Governance Roles and Responsibilities Standard provides the foundation for sound data governance at Walmart. It details key objectives for effectively managing Walmart Data, supporting Walmart’s mission to be the world’s most trusted company, and fulfilling its legal and compliance obligations.  Walmart Data includes all types of data, in any format, owned, controlled, gathered, or processed by or on behalf of Walmart.

**Target Audience**

This Standard applies to associates of Walmart Inc., its subsidiaries, and any operating units in which Walmart Inc. has a majority or controlling interest. Specifically, it applies to all associates who create, receive, transfer, process, or store Walmart Data.

Any violation of this policy document may result in disciplinary action up to and including termination in accordance with applicable local disciplinary processes.

Walmart expects its suppliers, vendors, service providers, and other third parties to uphold our Digital Citizenship commitments. The Walmart Standards for Suppliers as well as Walmart contracts and agreements include specific requirements for third parties.

**Detailed Requirements**

* 1. **Digital Citizenship**
  2. Digital Citizenship is responsible for:
     1. Creating and maintaining policies and standards for effective data management while collaborating with Global Tech and the appropriate Business Units to ensure policy alignment.
     2. Supporting the rollout and adoption of data governance across Business Units, specifically:

Establishing and maintaining subject matter expertise and providing Business Units with a point of contact.

Delivering data governance education and awareness in collaboration with Global Tech.

Supporting Business Units with data governance implementation.

Monitoring policy compliance and identifying areas for remediation.

* 1. **Business Units**

1. Each Business Unit must record, for each of its data sets, the following in an approved data governance management tool:
   1. The overall classification of the data set
   2. How the data is obtained
   3. Which data elements are included
   4. For what purpose the data set is processed
   5. With whom the data is shared, including any third parties
2. The Business Data Owner of each Business Unit is accountable for the data processed, created, or shared by the associates within the Business Unit. These Business Data Owners must:
   1. Designate at minimum one associate (e.g., Business Data Steward) to manage compliance requirements for data sets.
   2. Authorize new data initiatives or new workstreams related to data sets.
   3. Approve new external sources for Walmart Data.
3. Business Data Stewards or approved designees must:
   1. Manage access to Sensitive or Highly Sensitive data sets, including distribution to new stakeholders.
   2. No less than annually, review the data elements and classification levels in the data governance management tool to ensure they are recorded accurately.
   3. **Global Tech**
4. Global Tech is responsible for:
   * 1. Collaborating with Business Units to minimize duplication and meet their requirements for systems and solutions, in consultation with Digital Citizenship.
     2. Overseeing and contributing to end-to-end data life cycle management activities.

**Contact Information**

If further assistance is needed, associates should contact Digital Governance at GlobalDataGovernance@walmart.com

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