

# DATA QUALITY

## ASSESSMENT CHECKLIST

Name of metric/data set	
Data source	
Data provider	
Year or period for which the data are being reported	
Date(s) of assessment	
Assessment team member	

### Description

- Introduction with requirements for the DQA
- DQA process steps
- Follow up: what to do with the results

VALIDITY	YES	NO	COMMENT
1) Does the information collected measure what it is supposed to measure?			
2) Do results collected fall within a plausible range (min., max., avg., median, mode)			
3) Is the amount of collected data in line with the expected amount of data?			
4) Is there reasonable assurance that data collection methods do not produce systematic biased data? (e.g. consistently over- or under-counting)			
5) Are steps taken to correct known data errors?			
6) Were known data collection problems appropriately addressed?			
7) Are data quality problems clearly defined and described?			
8) Are sound research methods being used to collect the data?			

## RELIABILITY

- |  |  |  |  |
|--|--|--|--|
| 1) Is a consistent data collection process used from year to year and data source to data source?                                    |  |  |  |
| 2) When the same data collection method is used to measure the same thing multiple times, does it produce the same result each time? |  |  |  |
| 3) Is data collected by local HR in a way that enables the global reporting or analysis of similar data?                             |  |  |  |
| 4) Are there procedures in place for periodic review of data collection methods to ensure the same methods are used each time?       |  |  |  |
|  |  |  |  |

## TIMELINESS

- |  |  |  |  |
|--|--|--|--|
| 1) Are data available frequently enough to inform decisions?   |  |  |  |
| 2) Are the data used/reported the most current available data? |  |  |  |
| 3) Are data reported as soon as possible after collection?     |  |  |  |
|  |  |  |  |

## PRECISION

- |  |  |  |  |
|--|--|--|--|
| 1) Is there a method in place for detecting duplicate data?  |  |  |  |
| 2) Is there a method in place for detecting missing data?  |  |  |  |
| 3) Is there a method in place for detecting gaps in the timeline?                                      |  |  |  |
| 4) Is the margin of error less than the expected change being measured? (only for statistical samples) |  |  |  |
| 5) Has the margin of error been reported with the data? (only for statistical samples)                 |  |  |  |
| 6) Are there any unchecked outliers in the data? (only for statistical samples)                        |  |  |  |

7) Does the collected data adhere to the expected distribution of values? (only for statistical samples)			
8) Is the data collection method being used exact enough to register the expected change?			
9) Is the data aggregated in an automated, non-manual way?			
<b>INTEGRITY</b>			
1) Are procedures in place to minimize data transcription errors?			
2) Is there independence in key data collection, management, and assessment procedures			
3) Are mechanisms in place to prevent unauthorized changes to the data?			
4) Is there reasonable assurance that there's no need for an independent review of reported results?			
<b>COMPLETENESS</b>			
1) Is all relevant data present in the dataset?			
2) Is there reasonable assurance that the same data is only measured once?			
<b>COMPLIANCE</b>			
1) All data collected is compliant with globally applicable regulations			
2) Data collected is compliant with local regulations			
3) Data is collected, stored and used in compliance with prior contracts and collective labor agreements			
4) Data is collected, stored and used in compliance with local and global regulation			
5) Data collection, storage, and use is checked with the company's Data Protection Officer (EU)			

6) There are procedures in place for deletion of personal data in case individuals withdraw consent or enact their right to be forgotten (EU)			
7) Data is exclusively used for the purpose that it was (locally) collected for (EU)			
8) Data is stored for a time span that's in line with local and global regulation			

SUMMARY	COMMENTS
Based on the assessment relative to the seven standards above, what is the overall conclusion regarding the data integrity?	
What are the most important limitations of the data (collection)?	
Actions needed to address said limitations:	
Maximum effort is taken to solve data problems at the root by fixing the collection/ input methods	