



# CPSC Data Governance Board Charter

Version 1.5

January 9, 2023

## I. Purpose

The Consumer Product Safety Commission (CPSC) Data Governance Board (DGB, “the Board”) is a cross-functional body responsible for developing, recommending, and implementing policies and processes which governs the creation, collection, management, use, and disclosure of CPSC data<sup>1</sup>, subject to relevant statutes, regulations, and internal policies<sup>2</sup>.

## II. Principles

Transparency: The DGB will encourage and facilitate the internal sharing of knowledge regarding CPSC data and tools<sup>3</sup>.

Communication: The DGB will promote collaboration and communication regarding data-related methods, efforts, and issues.

Accountability: The DGB will establish data management principles, policies, and best practices in alignment with CPSC privacy and security practices.

## III. Responsibilities

- 1) **Provide oversight**: Serves as the forum for governance of CPSC’s enterprise-wide data management strategies and practices.
- 2) **Allocate Resources**: In collaboration with the Investment Review Board (IRB) and other CPSC governing bodies, recommends funding and establishes data-related priorities to maximize the utility of CPSC data and fully leverage its potential within the enterprise.
- 3) **Assess and Prioritize Needs**: Assesses the analytic and reporting needs of users and reflects these needs in policy development and funding recommendations. Facilitates improved stakeholder access to and delivery of CPSC data.
- 4) **Strategic Alignment**: Encourages investments into data-related initiatives, and the principles, policies, and practices established to govern them, be aligned with the agency’s mission and strategic objectives and initiatives.

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<sup>1</sup> “CPSC data” refers to facts, figures, and similar information in the agency's possession that can be used to gain knowledge or make decisions, but does not include public information or information establishing or concerning CPSC policies or procedures.

<sup>2</sup> Relevant authorities include, among others, the [Federal Data Governance Playbook](#), [Foundations for Evidence-Based Policymaking Act](#), and [Consumer Product Safety Act \(CPSA\)](#).

<sup>3</sup> Tools refer to any software, hardware, or equipment that can be used to collect, store, process, analyze, or disseminate data

- 5) Facilitate Communication, Education, and Knowledge Sharing: Supports the documentation and dissemination of policies, procedures, and information for data-related efforts. Promotes shared training and development opportunities for staff.
- 6) Address Issues: Serves as a point of escalation for data-related issues. Clarifies and resolves issues on topics including, but not limited to: access, architecture, compliance, data quality, privacy, risk, security, trust, and precedent-setting data requests.
- 7) Monitor Compliance: Monitors the application of principles and policies in data-related initiatives and advocates adherence.
- 8) Promote Data Sharing: Promotes cross functional partnerships and design standards that will help eliminate duplication of effort, stove-piping, and one-off solution designs.

## IV. Membership

The DGB consists of CPSC data leaders who have significant stakes in the collection, use, and disclosure of CPSC data in accordance with relevant statutes, regulations, and policies.

- 1) The CPSC Chief Information Officer (CIO) and Chief Data Analytics Officer (CDAO) will serve as the Co-Chairs.
- 2) The DGB membership will consist of members from the following divisions of CPSC:
  - a. Office of the Executive Director
  - b. Office of Hazard Identification & Reduction
  - c. Office of Import Surveillance
  - d. Office of Compliance & Field Operations
  - e. Office of Information & Technology Services
  - f. Office of General Counsel
  - g. Office of Financial Management, Planning, & Evaluation
  - h. Office of Communications
- 3) Ad-hoc Participants and non-Members: All members may select additional participants, such as subject matter experts, to participate in DGB activities.

## V. Meetings

The DGB will meet on a quarterly basis to ensure effective engagement of all relevant stakeholders. Additional meetings will be scheduled, as needed. A DGB Co-Chair will provide the meeting agenda at least 48 hours in advance of a scheduled meeting and publish notes and decisions within 48 hours after the session.

## VI. Decision Model

Matters considered by the DGB shall be resolved through concurrence. When concurrence cannot be reached, the issue shall be documented as a risk and escalated to the Executive Director.

## VII. Signatures

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Bryan Burnett  
Chief Information and Data Officer  
Co-Chair  
January 9, 2024

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Hengyi Hu  
Chief Data Analytics Officer  
Co-Chair  
January 9, 2024