

# Data Integrity

## Managements Responsibility

- Decision-makers do rely on their available data to make decisions that will affect their company and its employees' future.
- If the data is incomplete or inaccurate, then false assumptions will be made which will affect decision-makers' decisions, thus putting the company and its employees' future in jeopardy.

# Data Integrity

## Managements Responsibility

### (continued):

- This always occurs to some degree given the voluminous volume of paper records required by the state or federal government.
- The solution to this problem is to switch from the use of paper records to an electronic format to store the data.

# Data Integrity

## Managements Responsibility

(continued):

- Electronic records require management to establish **procedures** and **protocols** on data integrity for all employees to follow who have access to the software.
  - a. Falsifying data can lead to fines or arrest.
  - b. The old saying “**Garbage in, garbage out**” applies to data integrity.