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**Information technology — Data usage — Terminology and use cases**

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Contents

Foreword ..... ix
Introduction ..... x
1 Scope ..... 1
2 Normative references ..... 1
3 Terms, definitions and abbreviated terms ..... 1
4 Abbreviated terms: ..... 14
Annex A (informative) Use case template ..... 16
A.1 Introduction to use case template ..... 16
A.1.1 General ..... 16
A.1.2 Use case name and overview ..... 16
A.1.3 Domain areas ..... 16
A.1.4 Objectives ..... 16
A.1.5 Narrative ..... 16
A.1.6 Data lifecycle stages ..... 16
A.1.7 Figures ..... 16
A.1.8 Stakeholders and stakeholder considerations ..... 16
A.1.9 Data characteristics ..... 16
A.1.10 Key performance indicators ..... 16
A.1.11 Challenges and issues ..... 17
A.1.12 Societal concerns ..... 17
A.1.13 Data security, privacy and trustworthiness ..... 17
A.1.14 Key insights ..... 17
A.2 Use case template ..... 17
Annex B (informative) Use cases ..... 21
B.1 Use case 1: Online education analytics ..... 21
B.1.1 General ..... 21
B.1.2 Use case name and overview ..... 21
B.1.3 Domain areas ..... 21
B.1.4 Objectives ..... 21
B.1.5 Narrative ..... 21
B.1.6 Data lifecycle stages ..... 22
B.1.7 Figures ..... 25
B.1.8 Stakeholders and stakeholder considerations ..... 32
B.1.9 Data characteristics ..... 33
B.1.10 Key performance indicators ..... 34
B.1.11 Challenges and issues ..... 34
B.1.12 Societal concerns ..... 34

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<b>B.1.13</b>	<b>Data security, privacy and trustworthiness</b>	<b>35</b>
<b>B.1.14</b>	<b>Key insights</b>	<b>36</b>
<b>B.2</b>	<b>Use case 2: Government led COVID-19 case data publication</b>	<b>36</b>
<b>B.2.1</b>	<b>General</b>	<b>36</b>
<b>B.2.2</b>	<b>Overview</b>	<b>36</b>
<b>B.2.3</b>	<b>Domain areas</b>	<b>37</b>
<b>B.2.4</b>	<b>Objectives</b>	<b>37</b>
<b>B.2.5</b>	<b>Narrative</b>	<b>37</b>
<b>B.2.6</b>	<b>Data lifecycle stages</b>	<b>37</b>
<b>B.2.7</b>	<b>Figures</b>	<b>40</b>
<b>B.2.8</b>	<b>Stakeholders and stakeholder considerations</b>	<b>45</b>
<b>B.2.9</b>	<b>Data characteristics</b>	<b>45</b>
<b>B.2.10</b>	<b>Key performance indicators</b>	<b>45</b>
<b>B.2.11</b>	<b>Challenges and issues</b>	<b>45</b>
<b>B.2.12</b>	<b>Societal concerns</b>	<b>45</b>
<b>B.2.13</b>	<b>Data security, privacy and trustworthiness</b>	<b>45</b>
<b>B.2.14</b>	<b>Key insights</b>	<b>46</b>
<b>B.3</b>	<b>Use case 3: Cross government agency data sharing to support human services system reform</b>	<b>46</b>
<b>B.3.1</b>	<b>General</b>	<b>46</b>
<b>B.3.2</b>	<b>Use case name and overview</b>	<b>46</b>
<b>B.3.3</b>	<b>Domain areas</b>	<b>46</b>
<b>B.3.4</b>	<b>Objectives</b>	<b>46</b>
<b>B.3.5</b>	<b>Narrative</b>	<b>47</b>
<b>B.3.6</b>	<b>Data lifecycle stages</b>	<b>51</b>
<b>B.3.7</b>	<b>Figures</b>	<b>52</b>
<b>B.3.8</b>	<b>Stakeholders and stakeholder considerations</b>	<b>58</b>
<b>B.3.9</b>	<b>Data characteristics</b>	<b>59</b>
<b>B.3.10</b>	<b>Key performance indicators</b>	<b>59</b>
<b>B.3.11</b>	<b>Challenges and issues</b>	<b>59</b>
<b>B.3.12</b>	<b>Societal concerns</b>	<b>59</b>
<b>B.3.13</b>	<b>Data security, privacy and trustworthiness</b>	<b>59</b>
<b>B.3.14</b>	<b>Key insights</b>	<b>59</b>
<b>B.4</b>	<b>Use case 4: User specific data</b>	<b>60</b>
<b>B.4.1</b>	<b>General</b>	<b>60</b>
<b>B.4.2</b>	<b>Use case name and overview</b>	<b>60</b>
<b>B.4.3</b>	<b>Domain areas</b>	<b>60</b>
<b>B.4.4</b>	<b>Objectives</b>	<b>61</b>
<b>B.4.5</b>	<b>Narrative</b>	<b>61</b>

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**B.4.6 Data lifecycle stages ..... 61**

**B.4.7 Figures ..... 61**

**B.4.8 Stakeholders and stakeholder considerations ..... 67**

**B.4.9 Data characteristics ..... 67**

**B.4.10 Key performance indicators ..... 67**

**B.4.11 Challenges and issues ..... 67**

**B.4.12 Societal concerns ..... 67**

**B.4.13 Data security, privacy and trustworthiness ..... 68**

**B.4.14 Key insights ..... 68**

**Annex C (informative) Controlled environment and levels of control — Overview ..... 69**

**C.1 General ..... 69**

**C.2 Applying a control environment to a data project ..... 69**

**Bibliography ..... 72**

Foreword ..... vii

Introduction ..... viii

1 Scope ..... 1

2 Normative references ..... 1

3 Terms, definitions and abbreviated terms ..... 1

4 Abbreviated terms: ..... 13

Annex A ..... 14

A.1 Introduction to use case template ..... 14

A.1.1 General ..... 14

A.1.2 Use case name and overview ..... 14

A.1.3 Domain areas ..... 14

A.1.4 Objectives ..... 14

A.1.5 Narrative ..... 14

A.1.6 Data lifecycle stages ..... 14

A.1.7 Figures ..... 14

A.1.8 Stakeholders and stakeholder considerations ..... 14

A.1.9 Data characteristics ..... 14

A.1.10 Key performance indicators ..... 14

A.1.11 Challenges and issues ..... 15

A.1.12 Societal concerns ..... 15

A.1.13 Data security, privacy and trustworthiness ..... 15

A.1.14 Key insights ..... 15

A.2 Use case template ..... 15

Annex B ..... 17

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**ISO/IEC FDIS 5207:2024(E)**

B.1	Use case 1: Online education analytics	17
B.1.1	General	17
B.1.2	Use case name and overview	17
B.1.3	Domain areas	17
B.1.4	Objectives	17
B.1.5	Narrative	17
B.1.6	Data lifecycle stages	18
B.1.6.1	General	18
B.1.6.2	Extraction and de-identification	18
B.1.6.3	Privacy risk assessment	19
B.1.6.4	Analysis and Reporting	20
B.1.7	Figures	21
B.1.8	Stakeholders and stakeholder considerations	25
B.1.9	Data characteristics	26
B.1.10	Key performance indicators	26
B.1.11	Challenges and issues	27
B.1.12	Societal concerns	27
B.1.13	Data security, privacy and trustworthiness	27
B.1.14	Key insights	28
B.2	Use case 2: Government led COVID-19 case data publication	29
B.2.1	General	29
B.2.2	Overview	29
B.2.3	Domain areas	29
B.2.4	Objectives	29
B.2.5	Narrative	29
B.2.6	Data lifecycle stages	30
B.2.7	Figures	33
B.2.8	Stakeholders and stakeholder considerations	35
B.2.9	Data characteristics	35
B.2.10	Key performance indicators	35
B.2.11	Challenges and issues	35
B.2.12	Societal concerns	35
B.2.13	Data security, privacy and trustworthiness	35
B.2.14	Key insights	36
B.3	Use case 3: Cross government agency data sharing to support human services system reform	36
B.3.1	General	36
B.3.2	Use case name and overview	36
B.3.3	Domain areas	36
B.3.4	Objectives	36

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**ISO/IEC- FDIS 5207:2024(E)**

B.3.5 Narrative.....	37
B.3.5.1 Overview.....	37
B.3.5.2 About the data.....	37
B.3.5.3 Creating the HSDS.....	39
B.3.5.4 Governance.....	39
B.3.5.5 Privacy.....	39
B.3.5.6 Public interest directions.....	40
B.3.5.7 Their futures matter — Public interest directions.....	40
B.3.5.8 Future plans for the data.....	40
B.3.6 Data lifecycle stages.....	40
B.3.7 Figures.....	42
B.3.8 Stakeholders and stakeholder considerations.....	44
B.3.9 Data characteristics.....	45
B.3.10 Key performance indicators.....	45
B.3.11 Challenges and issues.....	45
B.3.12 Societal concerns.....	45
B.3.13 Data security, privacy and trustworthiness.....	45
B.3.14 Key insights.....	45
B.4 Use case 4: User specific data.....	46
B.4.1 General.....	46
B.4.2 Use case name and overview.....	46
B.4.3 Domain areas.....	46
B.4.4 Objectives.....	46
B.4.5 Narrative.....	46
B.4.6 Data lifecycle stages.....	47
B.4.7 Figures.....	47
B.4.8 Stakeholders and stakeholder considerations.....	50
B.4.9 Data characteristics.....	50
B.4.10 Key performance indicators.....	50
B.4.11 Challenges and issues.....	50
B.4.12 Societal concerns.....	50
B.4.13 Data security, privacy and trustworthiness.....	50
B.4.14 Key insights.....	51
Annex C (informative) Controlled environment and levels of control — Overview.....	52
C.1 General.....	52
C.2 Applying a control environment to a data project.....	52
Bibliography.....	54

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## Foreword

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This document was prepared by Joint Technical Committee ISO/IEC JTC 1, *Information technology*, Subcommittee SC 32, *Data management and interchange*.

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## Introduction

The purpose of this document is to provide terminology and use cases in order to support organizations during the decision-making processes that occur throughout the use, sharing and exchange of data.

Given the breadth of data use, exchange and sharing activities, these use cases are presented with a description of the data usage activity including an overview of the data project, objectives, relevant entities involved, and the processes and interventions used in each case.

The use cases are structured to assist users in identifying the decision-making processes within data related activities, irrespective of the business or industry sector context. These use cases can provide users with guidance in considering where control measures can be applied to manage risks within the data process, the data lifecycle or the data environment.

This document can be used in the development of other International Standards and in support of communications among diverse stakeholders and other interested parties.

ISO/IEC 5207 was developed in collaboration with ISO/IEC 5212. Users of this document can refer to ISO/IEC 5212 for additional guidance for the decision-making process for the use, sharing and exchange of data.

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# Information technology — Data usage — Terminology and use cases

## 1 Scope

This document sets out terminology and use cases for data use, sharing and exchange. This document provides use cases detailing various types of data usage from both historical and hypothetical perspectives.

This document is applicable to all types of organizations.

## 2 Normative references

There are no normative references in this document.

## 3 Terms, definitions and abbreviated terms

For the purposes of this document, the following terms and definitions apply.

ISO and IEC maintain terminological databases for use in standardization at the following addresses:

— ISO Online browsing platform: available at <https://www.iso.org/obp>

— IEC Electropedia: available at <http://www.electropedia.org/https://www.electropedia.org/>

### 3.1 information

<information processing> knowledge concerning objects, such as facts, events, things, processes, or ideas, including concepts, that within a certain context has a particular meaning

[SOURCE: ISO/IEC 2382:2015, 2121271, modified — Notes to entry deleted]

### 3.2 data

re-interpretable representation of *information* (3.13.1) in a formalized manner suitable for communication, interpretation, or processing

Note\_1\_to entry: Data can be used for communication, interpretation or processing by humans or automatic means.

Note\_2\_to entry: Communication, interpretation or processing can include the exchange or sharing of data by one or more entities.

[SOURCE: ISO/IEC 2382:2015, 2121272, modified — Note 1 to entry modified, Note 2 to entry replaced and Note 3 deleted]

### 3.3 metadata

*data* (3.23.2) that defines and describes other data

[SOURCE: ISO/IEC 11179-3:2023, 3.2.30]

### 3.4 data element

unit of *data* (3.23.2) that is considered in context to be indivisible

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Note\_1-to\_entry:-The definition states that a data element is “indivisible” in some contexts. This means that it is possible that a data element considered indivisible in one context (e.g. telephone number) can be divisible in another context, (e.g. country code, area code, local number).

EXAMPLE-\_\_\_The data element “age of a person” with values consisting of all combinations of 3 decimal digits.

[SOURCE: ISO/IEC 11179-31:2023, 3.23, modified \_\_\_ domain “<organization of data>” deleted-]

3.5 data object

collection of data (3.23.2) that have a natural grouping and may be identified collectively

[SOURCE: ISO/TS 27790:2009, 3.20, modified \_\_\_ “as a complete entity” replaced by “collectively”]

3.6 data type datatype

named set of distinct values, characterized by properties of those values, and by operations on those values

Note\_1-to\_entry:-Images, audio files and video files are considered complex data types.

[SOURCE: ISO/IEC 11404:2007, 3.12, modified \_\_\_ used “data type” instead of “datatype” as preferred term, used “named set” instead of “set” in definition and added Note 1 to entry]

3.7 data set dataset

identifiable collection of data (3.2) available for access or download in one or more formats

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Note\_1-to entry:-A data set can be a smaller grouping of data which, though limited by some constraint such as spatial extent or feature type, is located physically within a larger data set. Theoretically, a data set can be as small as a single feature or feature attribute contained within a larger data set.

Note\_2-to entry:-A data set can be presented in a tabular form and stored and distributed in tables in word processed documents, spread sheets or databases. It could also be presented in any one of a number of alternative formats, including AVRO, JSON, RDF and XML.

[SOURCE: ISO/IEC 11179-33:2023, 3.5]

3.8 data set collection

curated collection of one or more data sets (3.7.7)

[SOURCE: ISO/IEC 11179-33:2023, 3.6]

3.9 data set distribution

specific available form of a data set (3.7.7) or data set collection (3.8)

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Note\_1-to entry:-Each data set might be available in different forms and each of these forms represents a different format of the data set or a different endpoint.

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Note\_2-to entry:-Examples of distributions include a downloadable CSV file, an API or an RSS feed. This represents a general availability of a data set.

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[SOURCE: ISO/IEC 11179-33:20222023, 3.7]

**3.10 data representation**

format, *data type* (3-63.6), character set and other characteristics used to represent *data* (3.2)

Note\_1-to-entry:-*Data types* apply to individual *data elements* (3-4)-3.4). Formats can apply to sets of data elements, such as records, tables or messages.

**3.11 data transformation**

conversion from one form of *data representation* (3.10) to another

Note\_1-to-entry:-Transformation of a single *data element* (3-43.4) can involve a change of character set, *data type* (3-63.6) or both.

Note\_2-to-entry:-Transformation of a *data set* (3-73.7) can involve a change of format, such as from XML to JSON, or from a table to a data matrix.

Note\_3-to-entry:-Data transformation does not change the *data* (3-23.2) value, just the way it is represented. For example, when the letter 'A' is transformed from ASCII to EBCDIC, it is still the letter 'A', just represented in a different character encoding.

Note\_4-to-entry:-Data transformation does not change the semantics of the data.

Note\_5-to-entry:-Where the *metadata* (3-33.3) for the data includes data provenance, then the metadata should be updated to reflect the data transformation.

**3.12 data translation**

conversion of a *data* (3.2) value from one code set to another

EXAMPLE\_1—Conversion of codes representing human sexes from 'M' or 'F' to '0' or '1', or vice versa.

EXAMPLE\_2—Conversion of country codes from 2-alpha code to 3-alpha code or 3-numeric code.

Note\_1-to-entry:-Translation is typically used to convert data from different sources into a standard set of values.

**3.13 data product**

collection of one or more *data objects* (3.5) that are packaged for or by a specific application

Note\_1-to-entry:-A data product may still provide access to the underlying *data* (3-23.2) or alternatively be engineered to prevent access to the underlying *data* from which the data product was created.

Note\_2-to-entry:-A data product that has been specifically created to prevent access to the underlying *data* should be noted as such and recorded in the *data set* (3-7(3.7) records.

[SOURCE: ISO 21961:2003, 1.5.2, modified — “data items” changed to “data objects”. Notes 1 and 2 to entry added]

**3.14 data project**

programme of work that involves the use, sharing or exchange of *data* (3.2)

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3.15  
data process

steps involved in the creation, analysis, or alteration of a specific set of data (3.2)

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3.16  
data processing

systematic performance of operations upon data (3.23.2)

[SOURCE: ISO/IEC 23751:2022, 3.8]

3.17  
data processing system  
computer system  
computing system

one or more computers, peripheral equipment, software, human operations, physical processes and information (3.13.1) transfer means that perform ~~data processing~~ *dataprocessing* (3.16)

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[SOURCE: ISO/IEC 2382:2015, 2121290-, modified -- added "human operations and physical processes and information transfer means" and notes 1 and 2 to entry deleted.]

3.18  
data environment

set of conditions under which data processing (3.163.16) or the data process (3.15) occurs

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Note\_1\_to\_entry:-The data environment can include the physical, operational, behavioural and organizational factors which may affect data process outcomes.

3.19  
lifecycle

stages involved in the management of an asset

Note\_1\_to\_entry:-The target of lifecycle in this document is data (3.2).

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[SOURCE: ISO 55000:2014, 3.2.3, modified -- 'life cycle' changed to 'lifecycle', and Note 1 to entry replaced]

3.20  
data lifecycle

stages in the management of data (3.2)

Note\_1\_to\_entry:-The target of lifecycle (3.193.19) in this document is data.

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[SOURCE: ISO/IEC 20547-3:2020, 3.16, modified -- "a" deleted from definition, Note 1 to entry reworded]

3.21  
party

natural person or legal person, whether or not incorporated, or a group of either

[SOURCE: ISO/IEC 27729:2012, 3.1]

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3.22  
organization

unique framework of authority within which a person or persons act, or are designated to act towards some purpose