

# Data-Basics Checklist

The goal of this checklist is to provide valuable insights for your company regarding the data quality dimensions. Make sure to critically reflect on each dimension before filling out the checklist!

## Accuracy

*Does your data correctly reflect the real world?*

## Integrity

*Do different data items relate correctly to each other?*

## Completeness

*Is all data there that should be there?*

## Timeliness

*Is your data available in time for decision making?*

## Conformity

*Does your data conform to the standards you should obey?*

## Accessibility

*Is your data accessible at the right place for decision making?*

## Consistency

*Is the same data everywhere the same at the same moment?*

## Security

*Is your data accessible only to those people and systems that are authorized?*