



# Data Access, Governance, & Security

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Quarterly Meeting

November 5, 2020

# Meeting Agenda

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USG Updates on Deadlines

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Data Governance Manager Update

**III**

Data Governance Roles – Training

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Data Classification Policy & GORA

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**VI**

Data Cookbook Training Update



# USG Updates on Deadlines

- Tier 1 and 2 items are due December 31, 2020.
  - Data System Documentation (stewards should review the Tier 1 checklist)
  - Cybersecurity
  - Regulatory Compliance
  - Data Governance Structure
  - Data Availability
  - Training (November 2020)
- Tier 3 items are now due June 30, 2021
  - Data Elements and Data Definition Documentation (Data Cookbook)
  - Data Quality Control (Data Cookbook)
  - Monitoring (Data Governance Manager)
  - Audit



# Data Governance Manager

- Thank you for being a part of our search process and providing feedback.
- The search committee recommended Dr. Melissa Barnett who has formally accepted our offer.
  - Dr. Barnett comes to GSU from MIT.
  - Led a cross-unit team to develop content for MIT's first ever data workshop series, "Data Talks" which aims to increase data literacy and capacity among faculty and staff.
- Start date is November 16, 2020.



# USG Training – Data Governance Roles

- USG provided training for Data Governance Roles will be delivered in an on-line format during November 2020.
- The following role-based training will be provided:
  - **Data Owner** (President)
  - **Data Trustees** (Vice Presidents)
  - **Data Stewards** (Functional Data Area Leadership)
  - **Data Users** (Users with elevated levels of access to data systems)
- More information on how to access and complete the training will be forthcoming.



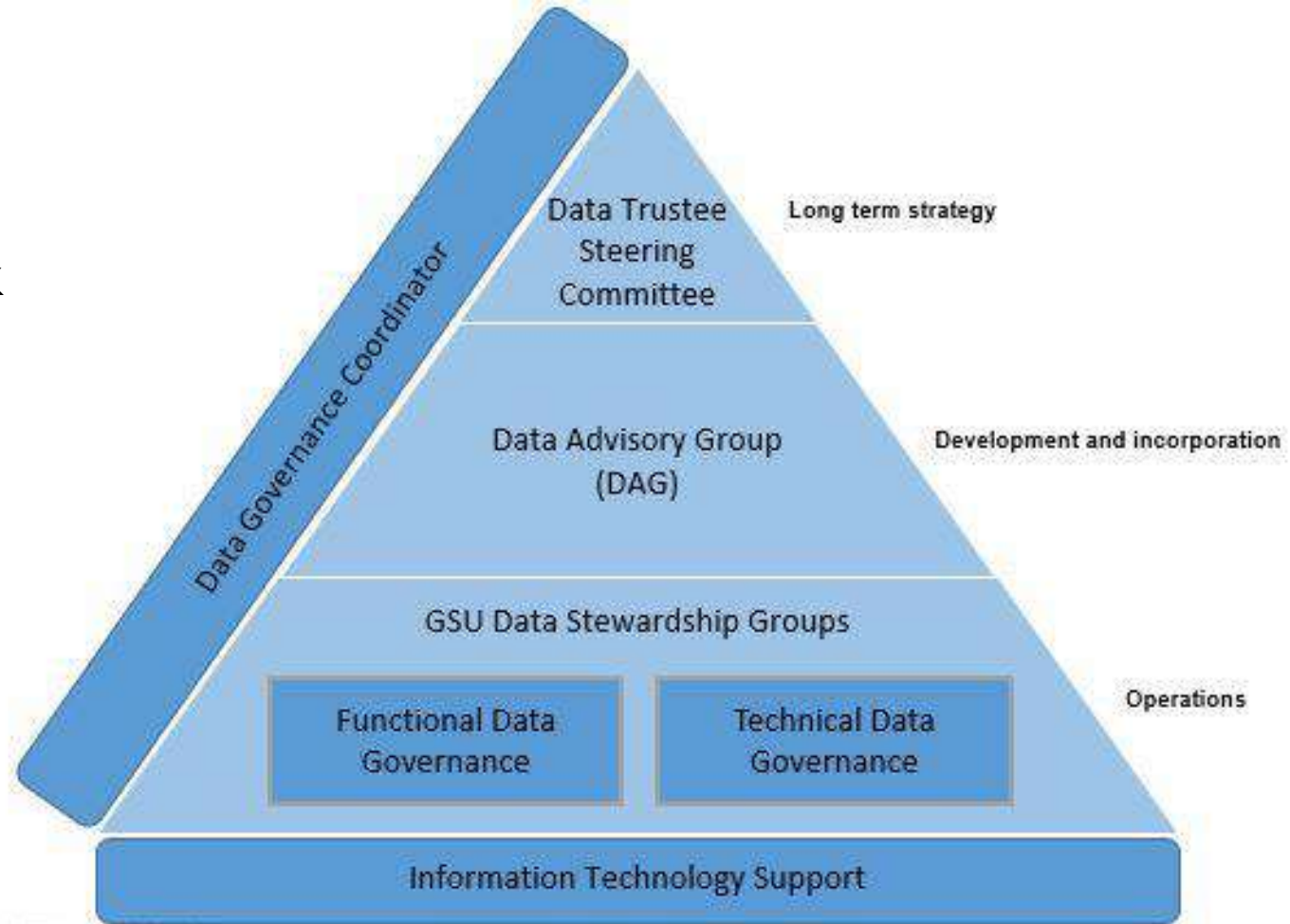
# Data Classification Policy: Background

- **March 2019:** USG Data Classification requirements included in Business Procedures Manual 12.4.2
- **March 2020:** GSU Data Classification policy approved by Administrative Council
- The policy requires each Data Steward to be responsible for ensuring Data in their functional area is classified as one of the following:
  - Unrestricted / Public
  - Sensitive
  - Confidential



# Data Classification Policy: Implementation

- **Summer 2019:** GSU Data Governance framework established
- **Spring 2020:** GSU Data Cookbook launched in to facilitate the establishment and maintenance of data definitions and meta-data
- **Fall 2020-Spring 2021:** GSU Data Stewards undergoing training re data definitions classifying data elements.



# Data Classification Policy: Open Records Guidance

*The Georgia Open Records Act requires public access to most University records, with certain listed exceptions.*

- Open Records Requests are facilitated by the Office of Legal Affairs. The law provides only a very short time (sometimes only 24 hours) for making the requested records available.
- Some information that individuals may consider sensitive (e.g., emails discussing sensitive work-related matters) are nonetheless available through the Open Records Act.
- Information designated confidential (FERPA-protected information, ORA exceptions such as SSNs, home addresses, etc.) is redacted before disclosure.





# 5/30 Rule Review

## The Rule

- All terminated employees must have access to GSU systems removed within 5 days of termination.
- All employees who transfer between jobs within GSU should have their access reviewed within 30 days.



# 5/30 Rule Review

## Good News!

- If your system uses Single Sign-On (SSO), the terminations requirement for faculty and staff is fulfilled automatically.
- Single Sign-On does not fulfill the requirement for job changes and transfers within GSU.
  - System administrators will need to verify users against the job change report on a monthly basis.



# 5/30 Rule Review

## Terminations – Campus ID and Single Sign-On

- It is possible to have multiple affiliations with varying automatic terminations:
  - Faculty and Staff
    - 5 days from the termination date.
    - Emeritus maintain faculty or staff affiliation; inactivated upon death.
    - Retirees may maintain affiliation; inactivated upon death.
  - Part Time Instructors
    - 5 days from the termination date.
  - Provisional Employees & Affiliate Accounts
    - On scheduled end date established by HR and/or sponsor.
  - Students
    - 2 years from last semester enrolled



# 5/30 Rule Review

What do Data Stewards need to do?

- Communicate this requirement to system administrators within your area.
- Share the terminations and job changes reports with your system administrators so they can fulfill this requirement.
- Follow-up with system administrators to ensure that this task is being completed regularly and on schedule.



# 5/30 Rule Review

## An Example from OIE

- OIE performs these checks on a weekly and monthly basis for Academic Analytics.
- We follow these steps:
  1. Download the weekly terminations report, or monthly job change/transfer report as required.
  2. Create an Excel file with a tab that houses our employee list with current access, and a second tab that houses the terminations list or job transfer list.
  3. Use VLOOKUP to cross reference the terminations list with our current user list.
  4. Flag users that require removal and verify the list with our data steward.
  5. Remove access as needed.



# 5/30 Rule Review

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# 5/30 Rule Review

I. Download the weekly terminations report, or monthly terminations report as required.

The screenshot shows the Microsoft Teams interface. On the left sidebar, the team name "Data Governance Working Group" is circled in red. The main content area shows a file list under the "Termination Lists" folder. The file "Termination List 2020-11-01.xlsx" is circled in red, and its context menu is open, with the "Download" option highlighted in red.

Name	Modified	Modified By
Historical	February 21	Kim R Foney
Termination List 2020-10-11.xlsx	October 15	Erik James Lauffer
Termination List 2020-10-18.xlsx	October 19	Erik James Lauffer
Termination List 2020-10-25.xlsx		Erik James Lauffer
Termination List 2020-11-01.xlsx		Erik James Lauffer



# 5/30 Rule Review

2. Create an Excel file with a tab that houses our employee list with current access, and a second tab that houses the terminations list or job transfer list.

Current Active Users	
Name	EMPLID
Masyn, Katherine	0299737
Poley, Jared	0189592
Varjas, Kristen	0160233
Brandon, Leslie	0184897
Mikler, Armin	4003065
Patico, Jennifer	0197336
Evans, Stephanie	1850096
Sherer, Jennifer	1008687
Heller, Catherine Kathleen	1007689

Termination List: October 26, 2020 - November 1, 2020											
Empl ID	Name	DeptID	Department Name	Action Date	Status	Term Date	Pay Group	Job Code	Jobcode Descr	CampusID	Position
1014609	Abrams, Kandice Tamesha	160200000	Administrative Services	10/29/2020	T	5/22/2020	09W	901X01	Work Study Student	kabrams4	10056326
1842428	Ackah-Toffey, Lucinda	151600000	School of Public Health	10/29/2020	T	5/1/2020	09G	907X01	Graduate Research Assistant	lackahtoffey1	11902898
0353223	Adams, Kaitlyn Elaine	143200000	Dept of Comm Sci & Disorders	10/30/2020	T	7/1/2020	09G	907X01	Graduate Research Assistant	kadams55	10052771
1013345	Adams, Sydney Nicole	412500000	International Initiatives	10/29/2020	T	5/1/2020	09G	905XAA	Graduate Admin Assistant	sadams64	10064095
2113975	Aden, Rage Mohammed	920200090	Rialto - Front of House	10/28/2020	T	3/27/2020	09T	900X01	Student Assistant	raden1	21005310
2120356	Afonja, Omolola Imole_Ayo	522000000	Recreation	10/30/2020	T	4/10/2020	09T	900X01	Student Assistant	oafonja1	10056220
1843593	Ahinasi, Prince Kweku Angua	110800000	Chemistry	11/1/2020	T	5/8/2020	09T	900XAC	University Scholar	pahinasi1	10054770
0355705	Ajagbe, Danielle Oluwatosin	999100140	SC Student-Event Management	11/1/2020	T	4/24/2020	09T	900X01	Student Assistant	dajagbe1	10055869
2114873	Akhtar, Saad	522000000	Recreation	10/30/2020	T	4/10/2020	09T	900X01	Student Assistant	sakhtar5	10056130
1005544	Allen, Mary Elizabeth	013150070	Creek Housing BA	10/28/2020	T	10/31/2020	09T	900XAA	Student Leader	mallen81	10054093



# 5/30 Rule Review

3. Use VLOOKUP to cross reference the terminations list with our current user list.

1	Current Active Users		
2	Name	EMPLID	Terminated?
96	Esposito Norris, Jennifer	0160364	
97	Gregg, Patti	0136647	Y
98	Peragine, Joe	0112230	
99	Lauffer, Erik	0086907	
100	Spratling, Regina	0083417	
101	Letbetter, Laura	0070707	

4. Flag users to remove and verify with Data Steward if required.
5. Remove access to the system.



# 5/30 Rule Review

- This example is for terminations.
- The same steps apply for job change/transfers, with one additional step.
- Prior to removing or altering access, you should reach out to the employee's manager to verify the access and roles required in your system for their new position.
- There may be no change, a change in permissions, or a complete removal of access.
- Contact information for the current manager for each employee is included in the job change report to assist you.



# Data Cookbook Updates

- Data Cookbook is fully implemented and configured.
- Thank you to Cohort I – Finance & Administration for being the first to go through training.
- We are taking what we learned and adapting it into the training plan for the remaining cohorts.
- Training for the remaining cohorts will begin in January 2021.

