



Data Governance

Data Stewards and Custodians Meeting

June 23, 2020

AGENDA

I Updates and Reminders

II Message from OLA Regarding Signature Form Creation

III Tier 1 & 2 Updates

IV Tier 3 Requirements & Audit Checklist

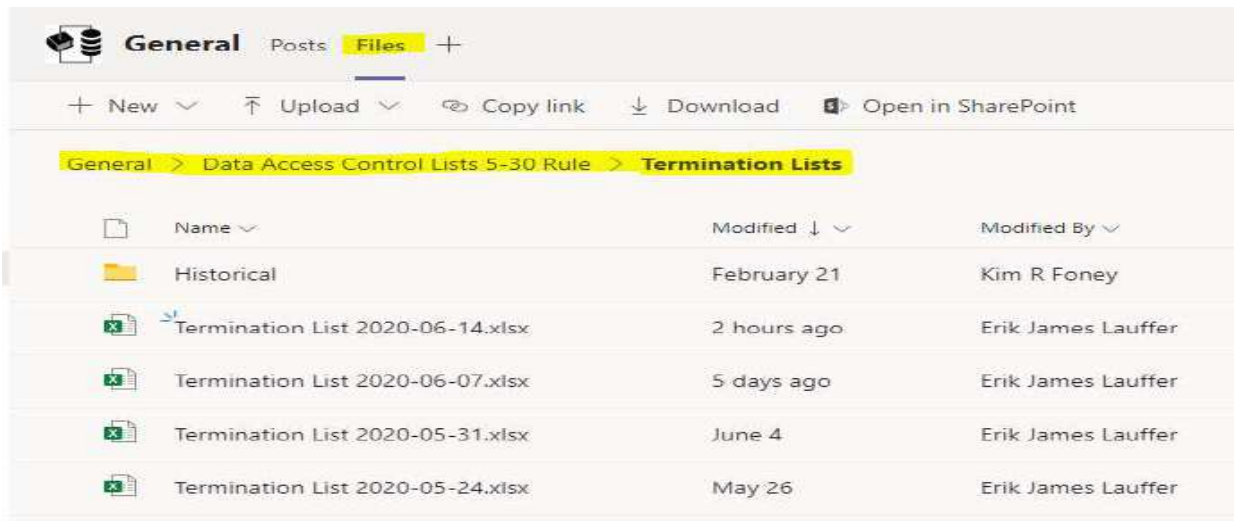
V GSU Data Governance Policy and Procedures

VI Data Cookbook Update



Updates and Reminders

- Development of a GSU Data Governance website is underway.
- **5/30 Rule:** Terminations lists are being updated weekly and provided through the Data Governance Working Group site on Microsoft Teams. Stewards are responsible for ensuring access is terminated within 5 days for terminated employees and within 30 days for transferring employees



The screenshot shows a Microsoft Teams interface for a channel named 'General'. The 'Files' tab is active, displaying a list of files. The breadcrumb path is 'General > Data Access Control Lists 5-30 Rule > Termination Lists'. The file list includes a 'Historical' folder and several Excel spreadsheets with names like 'Termination List 2020-06-14.xlsx', 'Termination List 2020-06-07.xlsx', 'Termination List 2020-05-31.xlsx', and 'Termination List 2020-05-24.xlsx'. The columns are 'Name', 'Modified', and 'Modified By'.

Name	Modified	Modified By
Historical	February 21	Kim R Foney
Termination List 2020-06-14.xlsx	2 hours ago	Erik James Lauffer
Termination List 2020-06-07.xlsx	5 days ago	Erik James Lauffer
Termination List 2020-05-31.xlsx	June 4	Erik James Lauffer
Termination List 2020-05-24.xlsx	May 26	Erik James Lauffer



Message from Legal Affairs – Form Assessment

- What direction are different offices giving to personnel regarding data access/security?
- Website language, forms, onboarding/training materials?
- Flag language regarding data access.
- As part of data governance, will be collaborating to ensure accurate, consistent direction.



Tier 1 Update

Remaining Items: Due December 31, 2020

Section	What needs to be done and how are stewards impacted?
Mission Critical Systems	Business continuity planning and formalization/documentation of user procedures (see Data Systems Checklist on Team site)
Safeguards	Mission critical systems will receive a risk assessment by Cybersecurity and a monitoring program will be developed
Classification	Implementation of the Data Cookbook will assist in identifying and classifying all PII and ensure procedures and processes are in place for proper classification
Access Procedures	<ul style="list-style-type: none">• Implementation of the 5/30 rule• Steward analysis and definition of user roles• Steward compliance with six-month access review rule
Separation of Duties	Development of general guidelines by data governance team to guide users in conducting an evaluation of separation of duties



Tier 2 Update

Deadline moved to December 31, 2020

Section	Current Status
Data Governance Structure	Complete
Data Availability	Partially complete for some systems
Training	USG will provide a basic template



Tier 3 Requirements

1. Data Elements and Data Definition Documentation

- The Data Cookbook will facilitate compliance with this procedure.

2. Data Quality Control – Assess data to ensure accuracy, completeness, and adherence to standards.

- Some systems, like Banner, already have this in place and documented.
- The Data Cookbook may be able to help others with documentation.

3. Data Lifecycle – Records retention and destruction procedures.

4. Audit & Monitoring

- Data Governance Manager.
- Audit Checklist requires a Data Governance Policy at GSU.



Data Governance Policy

- Currently in draft form.
- Covers the following areas of the BPM requirements:
 - Data Governance Structure
 - Data Lifecycle
 - Logical Access
 - Training
- Cybersecurity is covered by current Cybersecurity Charter, Data Classification, and Systems Categorization.
- The policy is general and establishes base needs. Details and specifics will be provided via GSU Data Governance Procedures





- GSU Data Cookbook site is built.
- IData Hub installation is underway.
- In-depth training is underway for Rollout Team.
- Training for Stewards will be done in small groups (≤ 10) between August and October.
- We'll reach out to a couple of stewards in the next few weeks for training ahead of the larger group.





What does this mean for data stewards?

- 1 hour training commitment for 3 – 4 weeks.
- Individual or group practice with your teams between training.
- Stewards can begin use for their data areas immediately following training.
- Goal: Have a critical mass of data elements created and defined in the system by December 31, 2020 and be able to show ongoing use of the system going forward.

We're here to help!

- Reach out to Erik Lauffer, Mary McLaughlin, or Susan Ridley during training or after with questions, concerns, or suggestions.
- Our IData Project Manager is available to us until January 2021 for retraining, guidance, and support.

