

Data Inventory

Transcript

Welcome and thank you for participating in this year's Data Inventory. This video will give you a brief overview of the data inventory process to get you grounded in the information we look to capture. Your responses will help us identify steps to take in protecting the sensitive data and the critical systems you access and rely upon to conduct business within your department or research project so that we, together, can protect the university from any potential threats while also meeting our Arizona State audit requirements.

To prepare and report the most accurate information for completing your data inventory, you may want to meet with your team and review any previous responses to identify any of the following areas that may need to be updated. If this is your first time completing this data inventory, please refer to the example spreadsheet for examples of previously reported items that may be relevant to your department or research project's business processes.

Your full participation in this effort is greatly appreciated!

Let's jump into the data inventory workbook and give you a high-level overview of each tab. In the workbook, you will see 5 tabs across the bottom, each corresponding to a different data inventory topic.

- The "Department Info" tab is used to capture information about the people in your department or research group.
- The "Data Types Used" tab will be information about the different kinds of data you use and where they are used throughout your course of business.
- The various systems you use will be entered into the "Systems Apps Used" tab.
- The "Data Sharing" tab will look at how and with whom you share your data outside of the university setting.
- The "Business Impact" tab will look specifically at the risks that may impact your business.

If your area has completed the data inventory in prior years, you will see all the information on these tabs from those previous inventories to review and update as needed.

I also want to point you to the notes that have been placed on the header fields on all of the tabs. These notes will guide you through what is needed for each column. In addition to these notes, we also have additional documentation that will provide similar information along with lists of example responses.

Here on the department information tab, we first want to draw your attention to the highlighted cell under the last updated date column. This cell is important because it will be used to indicate that you have completed the data inventory for this cycle. If left

blank, the data inventory team will assume you have not yet fully reviewed the workbook. In the remaining columns, you will enter the name of any appointed data stewards in your area, headcount of full-time and part-time employees, grad assistants, and student employees as well as the number of any privileged users you have in the department or research group.

On this tab specifically, you will need to enter a new line to capture the current state of your department. Previous year's data has been locked down to preserve history.

In the data types used tab, we start to get into information about the different kinds of data that your department or research group works with, for example, common data types such as biographic and demographic data, social security numbers, course schedules, etc. Also captured is who are the subjects that the data pertains to, such as faculty, staff, or students. Additionally, we are looking for how the data originates, its purpose for your department or research group, and in what systems or applications the data lives. The key here is to think through your daily, weekly, monthly, quarterly, and annual tasks and identify the various data types you are using in those tasks.

A special note on this tab and the remaining tabs. As you go through your review, please update any existing information that may have changed since the last data inventory. If you have new information, you can enter in a new row on the spreadsheet to capture it. If you need some additional examples of what should be included, please refer to the example document for more information.

In the last tab we started gathering the connection between data and the systems consuming that data. In this tab, you will go into more detail about those systems or applications your department or research group uses, its criticality to business processes, and who manages support of the identified system whether it's someone in your department, the vendor, or ITS.

The data sharing tab is for documenting any 3rd parties with whom you may be sharing data, such as state or federal agencies, national groups, peer institutions, researchers, etc. In what direction do you share the data, such as bi-directionally or if you only receive from or send to the 3rd party. You will also input a brief description of what data is shared along with the frequency and method used to share the data (for example., email, web portal uploads, mailing hard copies, etc.). If the data is shared via a web portal, be sure to include the URL that you use to access and log in to the portal.

The last tab is a check on any disaster recovery procedures you may have in place for your area. The 'Do you manage' column is asking if your area manages the backup and recovery for any of the identified data types, systems, or applications that you reported in the data inventory. If you answer yes, you will also want to input what those systems and applications are in column C, labeled "Yes, what?". You are also asked to think

about the greatest risks to this data, such as hacking, user mishandling, or natural disasters. These should be listed under the “Greatest Risks” column. In column E, “Dept BCP?” we are asking if you have a business continuity plan in place to relocate services in case of an outage. Finally, the last two columns are your chance to indicate if you would like to work with ITS in developing a business continuity plan. If yes, you will want to note who the best person is to reach out to for this in column G.

That takes us through the high-level overview and expectations for the university data inventory. In addition to this video, we have documentation that will guide you in more detail through these fields, which can be found on the NAU data inventory website.