

Data Mapping, Records and Privacy

Know and Manage Your Information

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Before we begin....

- Do you know what a data map is from the RIM perspective?
- Do you know what purpose it serves?
- Does your organization have a data mapping document?
- Do you have access to that document?
- If you answered “No” to any of these - the goal is to change your response to a “Yes” by the end of this session

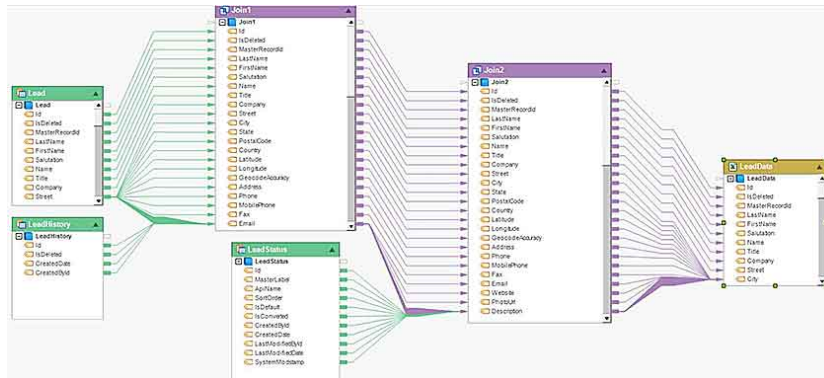
What is a RIM Data Mapping Document?

A RIM Data Map identifies certain metadata:

- Where your data is (repositories)
- What type of information a repository contains (e.g. unstructured data, documents, images or structured data base elements)
- Where records and “special information” (such as privacy-related elements) reside
- Who owns the information
- Who accesses the information
- Where the information is located
- Information security classification

In Contrast, What is an IT Data Map?

An IT Data Map is the process of creating a mapping of data elements between two data models, and is used as a first step for a wide variety of data integration tasks.



Example Uses:

- To transfer or migrate data from one data source to another
- To consolidate multiple databases into one database, and eliminate redundant information *

*Definition from
Wikipedia

Why is a RIM Data Map Important?

(who needs to know what)

Who | Need to:

RM | Know where records reside

IT | Know what systems the organization has

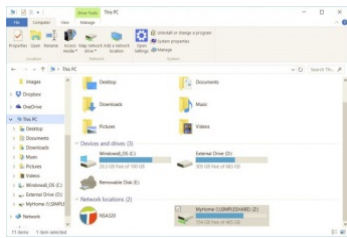
Legal | Know locations of data (eDiscovery need)

Legal | Know where confidential information is (e.g., IP)

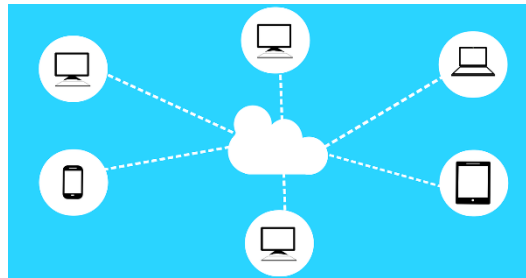
Privacy | Track PII, PHI, and other privacy data

Where is Your Data: Known Repositories

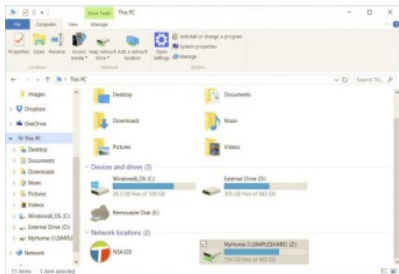
- Known and obvious



Network drives
- known



Cloud Storage
(Box, DropBox, GoogleDocs)



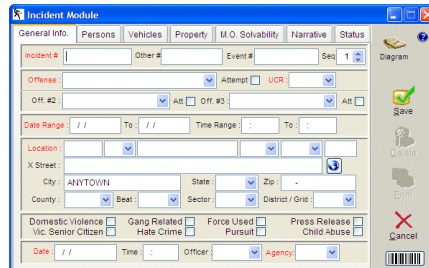
eMail



DMS



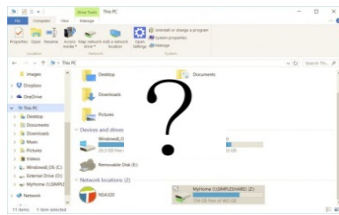
CMS



RMS

Where is Your Data: Other Repositories

▶ Not so obvious



Network
drives -
unknown



Legacy
systems



Images/docs not on
server or connected to
appropriate database

Shadow IT

(systems not
sanctioned by IT)

Know the Data

WHO:

- OWNS the data ?
- Uses the data?
- Views the data
- In IT is responsible for the data in the system?

DOES THE DATA:

- Contain “special” information?
- Need privacy classification?
- Need Information Security Classification?

Step 1

1. IT is your new BFF

- What documentation already exists?
- Data Mapping: Automated Tools vs. Manual Approach
- What information is in the documentation?
- Does it cover ALL Systems?
- How can you improve on that documentation?

Step 2

2. Interview Business Units

- Identify repositories
- Prepare the initial inventory chart or system
 - How do they refer to the repository (what do they call it?)
 - What type of data do they put in the repository?
 - Who else (what other departments, if any) also accesses the repository?
 - What is the frequency of use?
 - What is the records retention assigned to the data?
 - Who is the IT contact for issues?
- Add to (or update) data mapping document/system

Step 3

3. Document the Business Unit Workflow

- For each system, indicate:
 - Who are the primary users (“adds” data)
 - Who “edits” the data
 - Who “views” the data
 - Responsible IT personnel
 - System maintenance
 - System backup/restore
- Add to (or update) data mapping document/system

Step 4

4. Document the Data Workflow

- For each system, indicate others that:
 - Feed data into it
 - It sends data to
- Add to (or update) data mapping document/system

Document What You Have

- Where it is
- Who is responsible for it
- Who accesses it
- What the data contains
- The retention classification
- Where the data is physically located
(important for GDPR and CCPA Privacy Regulations)
- Identify “special information” repositories
- Identify privacy information
- Identify security classification

Start Simple

- Remember the 80/20 Rule
- Tackle the first 20 or so repositories
- Use Excel to start
- Grow to a database later
- Start with a pilot group, solicit feedback
- Revise form as needed

Opportunities to Engage in Data Mapping

- Mergers, Acquisitions, Divestitures
- Cloud and Other Systems Migration
- Legacy System Retirements
- Records Retention Inventories
- Information Privacy
[California Consumer Privacy Act (CCPA) and
General Data Protection Regulation (GDPR)]
- Information Security

What Other Questions Do You Have?

THANK YOU

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