Data Governance at ECU

Financial Services Workshop

Data Governance Program at ECU

Speaker Bios

LEE CLINE

Lee Cline is the manager of Enterprise Data Management Support Services (EDMSS) whose primary role is the support of the University's Data Governance program including administration and support of multiple Metadata Management, Data Quality, Data Architecture and Data Modeling tools, systems and processes. He has over 30 years of experience in the IT industry, with the last 5 of those managing the EDMSS team at ECU.

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BRITTANY CLARK

Brittany Clark is the team lead for the Metadata Management and Data Quality tools, systems and processes on ECU's EDMSS team. She has 17 years of experience in Higher Education, with 9 of those years focused on data analytics, data quality, and metadata management.

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Data Governance Program at ECU

What is Data Governance?

Put simply, Data Governance is a collection of persons in specific roles who oversee the establishment, use and support of processes, policies, and standards used to ensure:

- The effective utilization of institutional data.

- The quality and security of institutional data.

- The realization of University strategic goals.

Data Governance Program at ECU

Data Governance Program Objectives

The [Data Governance Regulation](#) was approved in 2016 and the Data Governance Program was officially implemented using the DAMA-DMBOK framework and with the goal of achieving the following objectives:

- Ensuring data security and reliability

- Make sure that institutional data is utilized fully, effectively and efficiently

- Establish data standards and standardization processes

- Generate data classification levels and work with system administrators in order to secure access to data

Data Governance Program at ECU

Data Governance Program Web Site

You can learn more about and contact members of the Data Governance Program by visiting the Data Governance Web Site located here:

[University Data Governance | University Data Governance | ECU - https://datagovernance.ecu.edu/](https://datagovernance.ecu.edu/)

Data Governance Program at ECU

<u>Data Literacy and Proficiency Program</u>

With the Data Governance Program in place, the associated committees, working groups and EDMSS have worked to achieve the previously stated goals by:

- Ensure existing policy around the use of institutional data is being followed.

- Establish policy around the use of institutional data whenever gaps were identified.

- Ensure the use of institutional data is done in accordance with the ECU's strategic and security goals.

- ***<u>Establish a means for promoting and increasing Data Literacy at ECU.</u>***

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Data Literacy and Proficiency Program

Data Competency Levels

- Each of the levels will contain specific categories around which training will be centered.

- University Faculty and Staff (including Student Employees and Affiliates) will be able to work through this training to achieve mastery of the level.

- Learners can choose which levels they may need and how much of each they wish to progress through.

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Data Literacy and Proficiency Program

Data Competency Levels

Institutional Data Foundations

Gives an understanding the lifecycle of data by detailing how the University's institutional data is used as it relates to strategic goals, how the data is classified, etc.

Institutional Data Discovery and Evaluation

Provide understanding on what data resources to use and when, how to establish access to that data, the meaning of data elements, how to determine whether the data are appropriate to the use.

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Data Literacy and Proficiency Program

Data Competency Levels (cont'd)

Institutional Data Regulations
Define various regulations and their impact on higher education data in general by becoming familiar with the policies developed and implemented at ECU, best practices regarding data sharing, storage, and preservation/destruction as detailed in various regulations.

Institutional Data Storytelling
Understand the principles of good data visualization and reporting, become familiar with tools available to locate, define and report on data and create a simple dashboards using Power BI.

Data Governance Program at ECU

Protecting Sensitive Data

- Step 1: Know your data classifications and what data is considered sensitive

- Step 2: Know what applications you can use with sensitive data

- Step 3: Know how to handle sensitive data

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Protecting Sensitive Data

ECU Classification Levels

Level 1—Public – *Advertising, product and service information, directory listings, published research, presentations or papers, job postings, press releases.*

Level 2 – Internal – *Budget and salary information, personal cell phone numbers, departmental standard operating practices, internal memos, incomplete or unpublished research.*

Level 3 – Confidential/Sensitive – *Passport data, certain research data, Faculty/Staff data that are not open to inspection according to state statute, and Student data that are not designated as directory information.*

Level 4 – Highly Restricted – *Social Security Numbers, payment card numbers, protected health information, and restricted information protected by nondisclosure agreements, restricted research data, and critical IT infrastructure data.*

https://datagovernance.ecu.edu/ecu-data-classification/

Data Governance Program at ECU
Protecting Sensitive Data

Guidelines for Protecting Sensitive Data

- Do not download sensitive data from ECU administrative systems to a desktop, laptop, web server, smartphone, tablet or other device unless absolutely required, prior approval is obtained, or physical security controls are active on the device
- Removal of the confidential part of the information could make the information more secure.
- Restrict access to authorized users only.
- Avoid creating databases or applications that use SSN or protected patient information as record identifiers. Create a unique identifier instead.
- Email encryption is required when sensitive information is emailed outside the ECU network. See the email encryption website for details.
- Do not send sensitive information through text, chat sessions or social medial such as Facebook, and Twitter.

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Protecting Sensitive Data

Sensitive Data Storage and Transmission Grid

Data Type	HIPAA	ITPA	PCI	FERPA	HR/ Personnel	GDPR
Regulation Link	HIPAA	ITPA	PCI	FERPA	HR/ Personnel	GDPR
Data Classification Level	4	4	4	3	3	3
Personally Owned Storage	No	No	No	No	No	No
Canvas	No	No	No	Yes	No	Yes
Cloud Hosted	Data Owner and CIS Committee Approval Required.	No	Touchnet is the only University-approved solution. Any other solution must be approved by Financial Services and ITCS.	Data owner approval required.	Yes; Data owner approval required.	Data owner approval required.

https://datagovernance.ecu.edu/sensitive-data-storage-and-transmission/

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Protecting Sensitive Data

Formstack

- Formstack is a web-based, electronic form builder and workflow/data management tool. Users create online forms to replace Word/PDF documents, then configure workflows, approvals, and routing. Formstack is mobile friendly, secure and standards compliant.
  - Formstack is ideal for:
    - Project data
    - Award and scholarship applications
    - Informal surveys
    - Departmental data needs i.e. Purchase requisitions, staffing changes
    - Common requests currently utilizing paper forms
- Level 1 and Level 2 data only, unless data owner approval is given.
- https://datagovernance.ecu.edu/formstack/

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Protecting Sensitive Data

Microsoft Purview Governance Classifications

- Classification based on business context of the data.

- 200+ built-in system classifications and ability to create custom classification.

- Auto classify new data sources at ingestion.

https://learn.microsoft.com/en-us/purview/concept-classification

Name	Count
All Full Names	1051
Person's Gender	300
Email Address	253
World Cities	185
All Physical Addresses	168
U.S. State Name	166
U.S. Zip Codes	165
U.S. Phone Number	162
Person's Age	129
Personal IP Address	117
U.S. Social Security Number (SSN)	84

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Protecting Sensitive Data

Microsoft Purview Governance Classification Example

Column name ↑	Classifications	Sensitivity label	Glossary terms	Data type	Column description
PXRW2FD_ACTIVITY_DATE				DATE	ACTIVITY DATE: Date
PXRW2FD_CONTROL_NUMBER				NUMBER	W2 CONTROL NUMBE
PXRW2FD_DATA_ORIGIN				VARCHAR2	DATA ORIGIN: Source
PXRW2FD_EMPL_FIRST_NAME	⚡ All Full Names			VARCHAR2	EMPLOYEE FIRST NAM
PXRW2FD_EMPL_LAST_NAME	⚡ All Full Names			VARCHAR2	EMPLOYEE LAST_NAM
PXRW2FD_EMPL_MI				VARCHAR2	EMPLOYEE MIDDLE N
PXRW2FD_EMPL_SSN	⚡ U.S. Social Security Number (SSN)			VARCHAR2	EMPLOYEE SSN: The e

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Links

- Data Governance Regulation - https://www.ecu.edu/prr/01/15/06

- Data Governance Communication Plan - https://datagovernance.ecu.edu/dsc-communication-plan/

- DSC Processes and Procedures - https://datagovernance.ecu.edu/data-stewardship-committee-procedures

Questions?