Data Governance

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04.28.2022
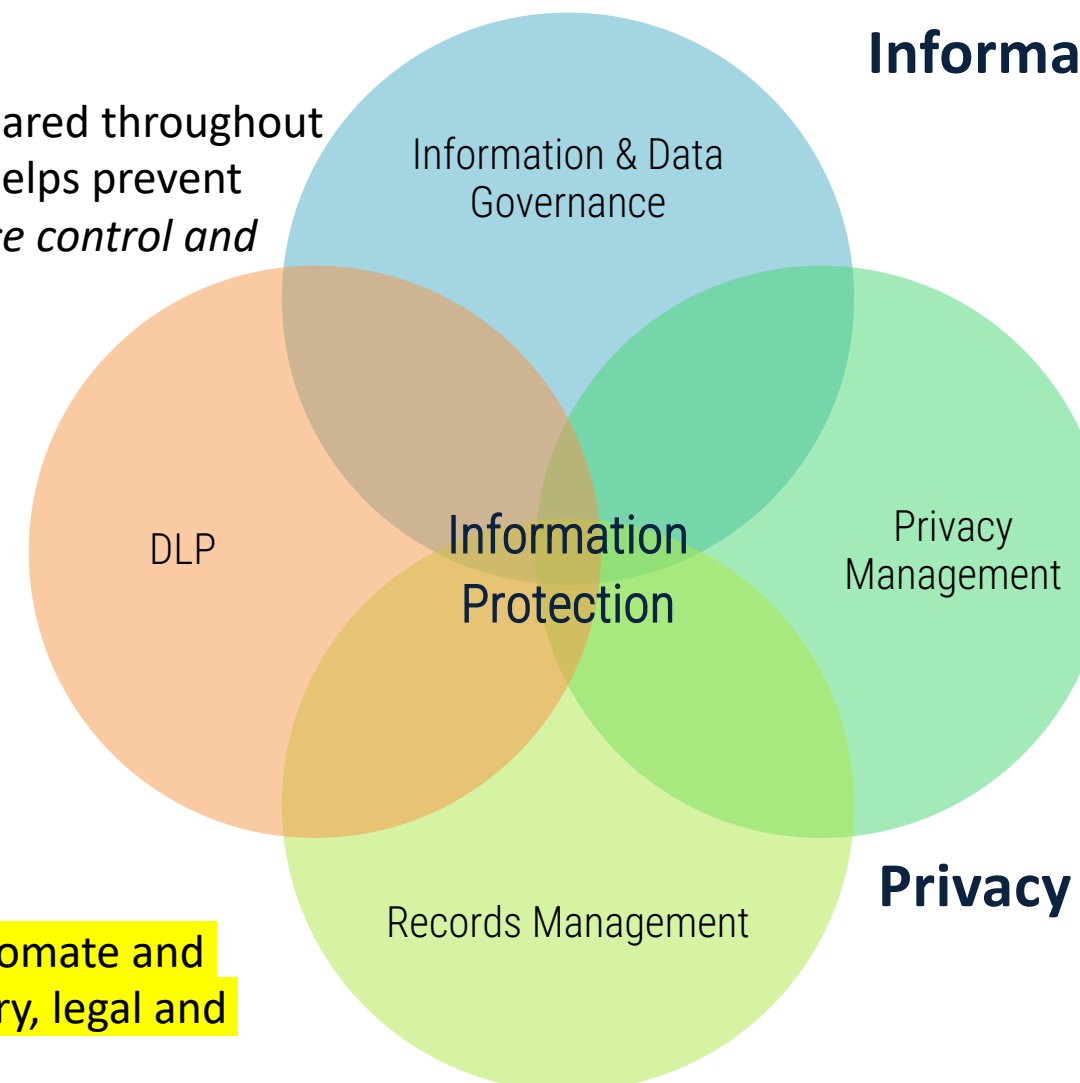
UTSA
Technology
Solutions

Protect UTSA Intellectual Property

Data Loss Prevention

Detects sensitive content as it's used and shared throughout UTSA, in the cloud and on any device, and helps prevent accidental data loss. (*This means strict device control and enforcement*)

Information & Data Governance

Manages our content lifecycle using solutions [Policy Templates] to import, store, and classify business-critical data so we can keep what we need and delete what we don't.

Information & Data Governance

DLP

Information Protection

Privacy Management

Records Management

Records Management

Uses intelligent classification [Labels] to automate and simplify the retention schedule for regulatory, legal and business-critical records at UTSA.

Privacy Management

Reduce risks and empower employees to safeguard date, and automate features for subject rights requests

Records Management

Records Retention Schedule 12.28.2021

- 1.1.107 – [4yrs]Administrative Correspondence
- 1.1.108 – [2yrs] Non-administrative Correspondence
- 1.1.157 – [AV] Transitory Information
- 3.1.139 – [AC] Ombudsman Records Faculty/Staff
- 6.2.144 – [3Yrs,AC] Misc. Memos, student applicant admit
- 6.2.145 – [PM] Misc. Memos, student applicant non-admit
- 6.6.108 – [5yrs,AC] Registered Student Organizations
- 6.6.112 – [AC] Ombudsman Records Student

OIS 13 – Standard for Email Management 6.30.2020

- Emeritus Faculty – Retain for as long as emeritus status is active
- Faculty (retired) – [1 year + 90 days] from date of retirement
- Staff (retired) – [180 days] from date of retirement
- Separated employee – [180 days] from separation date
- Separated student-worker – [180 days] from separation date
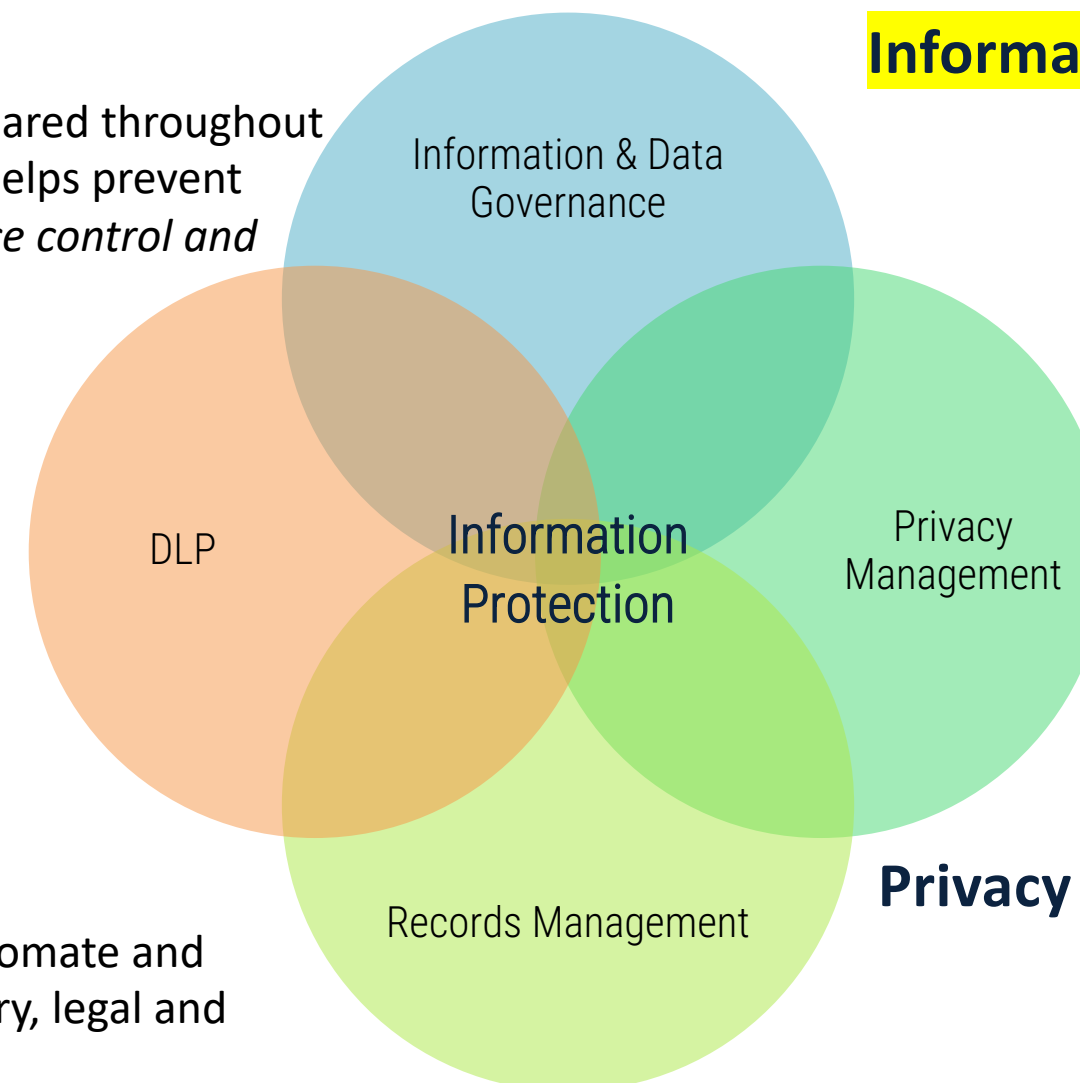- Need to revise OIS standard to include students

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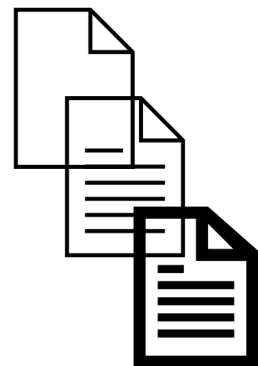# Information & Data Governance

Critical Data Elements Identified in Key Areas or Business Functions

Strategic Enrollment → Financial Aid → Awards

Critical Data Elements Identified in Business Function Reports

Operational Reports

Critical Data Elements

Critical Data Elements Identified Segmented into Three Levels

Business Specific

Multiple Business Lines

Enterprise Wide

Data Governance Framework
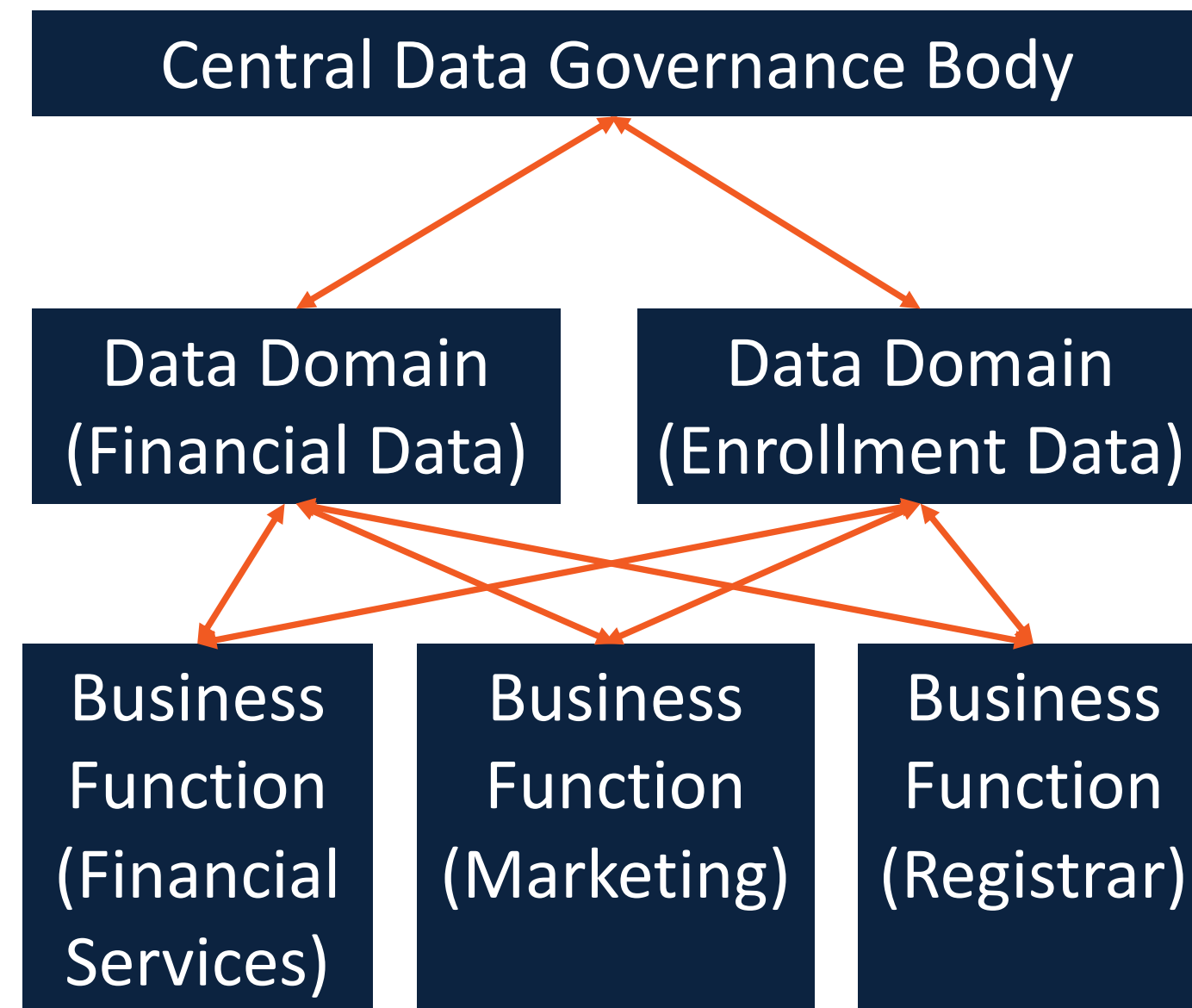
Central Data Governance Body	Executive Steering Committee Policy Representatives: Data Owners
Data Domain (Financial Data) Data Domain (Enrollment Data)	Data Owners: Department Head Data Stewards: Business Unit Head Data Custodians: Technology Solutions
Business Function (Financial Services) Business Function (Marketing) Business Function (Registrar)	Data Steward: Director/Sr. Manager (Helps enforce data policies from governance body)

Data Prevailing Themes

Data Ownership & Stewardship

- Roles of data owners, data stewards, and data custodians must be formally defined and assigned (role descriptions, responsibilities, reporting structures, etc.)
- A formal enterprise-wide data governance organizational structure is essential for supporting effective Data Governance
- Formalizing this organizational structure includes the formation a Data Governance Working Group (DGWG) for carrying out and driving Data Governance initiatives and the formation of a Data Governance Steering Committee (DGSC), which will serve as the body providing data governance decision making and oversight.

Data Quality

- Verification and validation of the data to ensure accuracy and completeness is critical
- Master Data definitions and ownership challenges can result in quality issues.

Data Operations

- Enables Data Owners to utilize various data handling tools across business functions
- Data records retention needs attention, direction and enforcement around the data lifecycle / retention schedules (and policies).

Data Accessibility & Availability

- Readily available and accessible data.
- Aggregate and assemble data with less time left to conduct actual analysis
- Time spent on analysis and insight generation translates into the risk of the organization potentially missing out on opportunities

Undefined Terms and Data Literacy

- A common vocabulary / business data glossary / lexicon / nomenclature at Enterprise level for providing an agreed upon business context for effectively supporting the users in their interpretation and subsequent use of the terms / data elements.

Data Governance Milestones

Data Governance Function/Capability	Responsible	Accountable	Consulted	Informed
Vision	DGCWG	DG Chair / Co Chair	DGSC, DGC, Data Owners, SME's	Everyone across UTSA
Roles and Org Structure	DGSC, DGCWG, LOB	DGC	HR, Legal, Data Owners, Audit & Compliance	Everyone across UTSA as needed
Policies & Standards	Data Owners, Security, Data Custodians, Stewards, DGCWG	DGC	IRM / ERM, Audit & Compliance	Everyone across UTSA
Procedures	Data Custodians, Stewards,, Data Owners, SME's	Data Owners	DGCWG, Domain Architects, Enterprise Apps & Data solutions, DGSC	All Data users
Projects	PMO, Data Owners, Security, Data Custodians, Stewards, DGCWG	DGSC	LOB, SME's	Stakeholders, DGC
Services	Data Stewards, Custodians, SME's	Data Owners	LOB, DGCWG	DGC, DGSC
Manage & Resolve	Data Stewards, Custodians, SME's, Data Architect, Vendors	Data Owners	DGCWG, DGSC, DGC	As needed
Oversee & Monitor	Data Owners, LOB, PMO, Data Stewards	DG Chair / Co Chair	Data Governance Working Groups, Stakeholders, DGC, DGSC	DGSC
Communicate	DGCWG, DGSC, Data Owners, LOB	DGC	HR, Legal, Data Owners, Public Relations	Everyone across UTSA as needed
Data Architecture	Data Architect, Data Owners, Data Stewards, Data Custodians	CTO	Data Stewards, DGWG, Vendors	Data owners, Analysts, DGSC, DGC
Data Quality	Data Architect, Data Owners, Data Stewards, Data Custodians, Data Engineering & Integration team, Data Entry team, Data end users	Data Owners	DGCWG, DGSC, DGC, Analysts	Data owners, Analysts, DGSC, DGC, Data users
Business Data Glossary & Master and Reference Data Management	DGCWG, DGSC, Data Owners, LOB, Stewards, SME's, Custodians, Data Architect, Vendor	DGC	Data Owners, SME's	DGSC, All Data users, Analysts, Everyone
Data Security, Risk, and Audit	Data Owners, Data Stewards, Infrastrcture, DB Engineering & Integration, Audit, Compliance	CISO	Cyber Security & Information Security, Vendors	Everyone, DGC

Recommended Actions

Vision

UTSA is dedicated to creating a data governance program with shared responsibilities through out UTSA community that will foster a standard approach to identifying, using, and understanding data across all areas with highest level of security and accuracy.
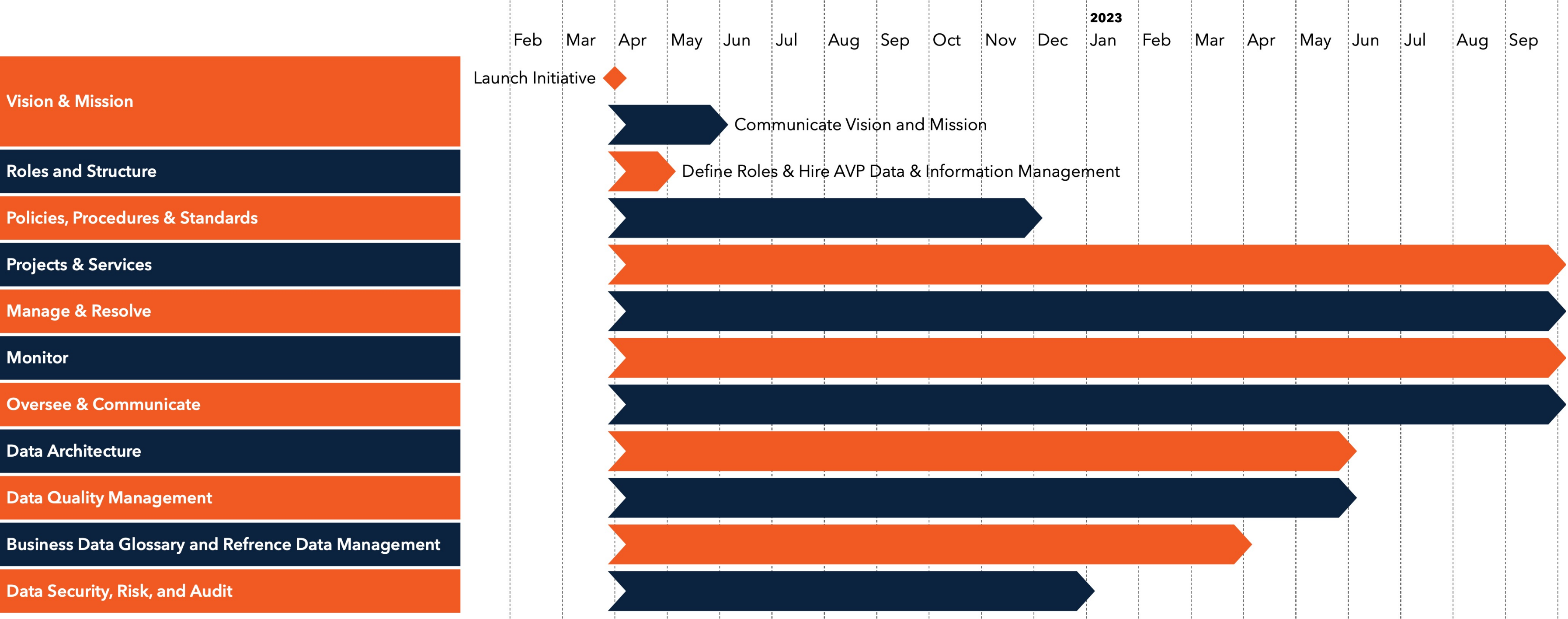
Mission

Our mission is to enhance the value, quality, security, and understanding of institutional data through coordinated efforts of UTSA stakeholders.

1st Tier Prioritized Areas

Roles and Responsibilities; Vision; Polices and Procedures; Oversee and communicate; Data Architecture; Business Data Glossary; and Data Quality

2nd Tier and short-term prioritized areas:

Projects & Services, Data Security, Risk and Audit; and Monitor & Manage

Discussion

Let's discuss