

Data Management Strategy – Annual Inventory and Assessment

Types of Data	What data do you collect and create?	Who has access and what controls should be in place? What rules govern the data?	Where is the data stored and where should it be stored? Do I have a back up?	What is the age of the record and when can it be archived or destroyed?
Employee	Describe the data in detail, can include data on family members	Make a List where it is - Who has access to it?	Paper files in a locked cabinet	If you don't need it get rid of it, 7 year rule
Customer	How often do you collect and are their categories of customers? How do you plan to use the data you collect from customers?	Make a List where it is - Who has access to it?	On a website? – GDPR implications	Same as above – if you don't need it; get rid of it
Financial	Describe all types; tax data, business licenses, payroll, balance sheets, etc	Make a List where it is - Who has access to it? Simple action – segmentation/only on one device	Copies stored offsite? Needed for recovery	Good to have annual files – like tax records. 7 year rule
Supplier/GIG Economy Partner	Identity all suppliers and providers of support services – even electricians – gig economy providers – what data do you share with them?	Make a List where it is - Who has access to it?	On website? Contract files, make a list of all suppliers - including electricians, plumbers, attorney, if your business burned down, do you have their contact info?	This is really important to keep current and in an off site location
Business Artifacts	Contractual Agreements, Business Products, insurance plans, product catalog	Make a List where it is - Who has access to it? Does someone keep a version history; sign up for email alerts with your state business records office	Critical files to sustain your business; Recovery plans, your five year business plan, your disaster recovery plan	This is really important to keep current and in an off site location
Health Data	PHI on either customers or employees?	Make a List where it is - Who has access to it?	Do certain employees have health issues or customers you serve? If this data is lost how would you protect them?	If you don't need it, get rid of it
Intellectual Prop	Do you know what is your IP? Can you describe it in legal terms? Has it been patented or copyrighted?	Make a List where it is - Who has access to it and have you protected it?	Thieves can take your IP, logo and name and hold it hostage, have you copyrighted you business ID?	Keep copyright data with your other business records