

## "Data Governance Structure" Tab Guidance

Attribute		Meaning
Data Governance Structure	<b>Business Process</b>	The Data Champion should populate this section of the Data Governance Structure tab with ALL business processes required to complete a Data Inventory and System Control Analysis. Business Processes are sets of activities performed by a Division / Office that support the Division / Office objective. Examples of departments to gather Business Processes: Accounting, Business Unit(s), Communications, Human Resource, IT, and Training Examples of Business Processes: Accounts Payable, Treasury, Learning and Training
	<b>Business Process Owner</b>	The Data Champion should appoint the Business Process Owners of the Division/Office. The Business Process Owners will be responsible for populating the Data Inventory, classifying each system touched by the business process, and working with Board IT on system controls.
	<b>Business Sub-Process</b>	A business sub-process is a smaller task to complete the objectives of the larger business process. For example, a sub-process of the incident management business process would be documenting all research in a ticket. Other examples are Monthly Billing, Request to Change, Add and Remove a Service
	<b>Applicable Regulations</b>	The Business Process Owner and Data Champion should work together to identify and record which regulations apply to the data within each business process. Examples are FERPA, FTI, PCI DSS, HIPAA, PII, CJIS

## "System Level" Tab Guidance

(Required for ALL Business Processes and Corresponding Systems)

Attribute		Meaning
<b>Assets</b>	<b>Functional Area</b>	Broad/general business unit within a Division / Office that the business process is associated with -- Examples: Human Resource, Information Security, Legal, Shared Services, Accounting
	<b>Business Process</b>	Sets of activities performed by a Division / Office that support the Division / Office objective. Various departments to gather Business Processes: Accounting, Business Unit(s), Communications, Human Resource, IT and Training -- Examples: Accounts Payable, Treasury, Learning and Training
	<b>Sub-Process</b>	A specific task or attribute of the business process -- Examples: Monthly Billing, Request to Change, Add, and Remove a Service
	<b>Applications/Systems</b>	Application or system used to support/execute the business process -- Examples: SCEIS, Hyperion, CWO, CA Service Desk
	<b>System Owner</b>	Individual who controls access to this data
<b>Data Attributes</b>	<b>Personally Identifiable Information (PII)</b>	There are varying definitions of PII in State and federal law. Generally, PII is information that, whether alone or when combined with other information, can be linked to a specific individual. Consult the Data Classification Guidelines regarding information that may be confidential or restricted. -- Examples of information to consider are: o First or last name o Date of birth o Social security number (SSN) o Driver's license o Bank account number
	<b>Protected Health Information (PHI)</b>	For purposes of data classification, PHI will be generally defined as health information, including demographic information, which is individually identifiable. In other words, PHI is health information that can be linked to a particular person. -- Examples of information to consider are: o Health insurance o Patient treatment information o Information relating to the past, present, or future physical or mental health or condition o Information relating to the provision of health care to an individual o The past, present, or future payment for the provision of health services
	<b>Federal Tax Information (FTI)</b>	FTI is either a tax return itself or any tax return information received from the IRS or secondary source (such as the Social Security Administration) and/or any information created, by the recipient, from the tax return or tax return information. -- Examples of FTI information include but are not limited to: o SSNs, bank account information, or other information received from the IRS
	<b>Criminal Justice Information System (CJIS)</b>	Information is considered CJIS when it is provided by the FBI. -- An example of CJIS information includes but is not limited to: o Criminal History Record Information (CHRI)
	<b>Please List all Confidential or Restricted Data Elements</b>	Confidential and restricted information have the same security objectives; however, restricted data is subject to statutory penalty and other mandates related to protecting information. -- Examples of Confidential information include but are not limited to: o Information security plans o Employee computer passwords -- Examples of Restricted information include but are not limited to: o Data sets that contain information on students and are protected by Family Educational Rights and Privacy Act (FERPA) o PHI or any other information covered by HIPAA o Data sets that contain Primary Account Number (PAN) information and are protected by the Payment Card Industry (PCI) standards
<b>Data Classification Attributes</b>	<b>Data Protection (To be completed by Board IT)</b>	The protection mechanism(s) used to currently protect the data set -- Examples: encryption, access controls, data backup, firewalls, etc.
	<b>Backup Frequency</b>	The schedule for creating a copy of all relevant data for the purpose of recovery -- <b>DROP DOWN SELECTION:</b> N/A, Daily, Weekly, Monthly, Quarterly, Yearly
	<b>Data Retention</b>	The amount of time the data must be kept (legally and for business purposes) -- <b>DROP DOWN SELECTION:</b> N/A, Less than 1 year, 1-5 years, 5+ years, Unknown
	<b>Data Classification</b>	Please see the Classification Guidance worksheet to appropriately classify the data in each system into the established Data Models. -- <b>DROP DOWN SELECTION:</b> Public, Internal Use, Confidential, Restricted

## "Data Set Level" Tab Guidance

(Required for Confidential and Restricted Systems)

Attribute		Meaning
<b>Assets</b>	<b>Business Process</b>	Sets of activities performed by a Division / Office that support the Division / Office objective. Various departments to gather Business Processes: Accounting, Business Unit(s), Communications, Human Resource, IT and Training -- Examples: Accounts Payable, Treasury, Learning and Training
	<b>Sub-Process</b>	A specific task or attribute of the business process -- Examples: Monthly Billing, Request to Change, Add, and Remove a Service
	<b>Applications/Systems</b>	Application or system used to support/execute the business process -- Examples: SCEIS, Hyperion, CA Service Desk, CWOFF
	<b>Data Classification</b>	Data Classification should already be determined in the "System Level" Tab. For more guidance, refer to the Classification Guidance within this tab.
<b>Data Description</b>	<b>Data Sets</b>	The name of the transaction/file that data that is used by in the application/system -- Examples: Employee Name
	<b>Frequency of Use</b>	The number of times a data set is used in the application/system -- <b>DROP DOWN SELECTION:</b> N/A, Daily, Weekly, Monthly, Quarterly, Yearly
	<b>Data Type</b>	The type of data stored in an application/system -- <b>DROP DOWN SELECTION:</b> Structured, Unstructured, Unstructured-Images, Unstructured-Electronic Reports, Unstructured-Paper Documents, Unstructured-Audio Files, Other  " <u>Structured</u> " data is data that resides in a fixed field within a record or file.  " <u>Unstructured</u> " data is all those things that can't be so readily classified and fit into a neat box: photos and graphic images, videos, streaming instrument data, webpages, pdf files, PowerPoint presentations, emails, blog entries, wikis and word processing documents.
	<b>Description</b>	Representation of the data, and describes the data's use within the business process
	<b>Business Process Owner (Data Owner)</b>	Individual that has possession of the information in the business process and is responsible for how the data is used
	<b>Data Custodian (To be completed by Board IT)</b>	Individual that manages the application/system that contains the business process data -- Examples: IT system administrator
	<b>Received from (Collection)</b>	List all sources from which the data set is received (e.g., other systems, other applications, collected from individuals)
<b>Lifecycle Attributes</b>	<b>Stored on (Storage)</b>	List all locations where the data set is stored (e.g., specific database, specific server, specific drive)
	<b>Sent to (Use/Transfer)</b>	List all systems, applications, locations, or individuals to where the data set is being sent and how it is being used
	<b>List the other functional areas with which this data is being shared.</b>	This section inquires if the data set is shared with any different business units within a Division / Office, and asks the user to list each. -- Examples: Legal, HR, IT, etc.
<b>Other Functional Area(s)</b>	<b>List the other functional areas with which this data is being shared.</b>	This section inquires if the data set is shared with any different business units within a Division / Office, and asks the user to list each. -- Examples: Legal, HR, IT, etc.

## "Notes / Questions" Tab Guidance

Attribute		Meaning
General Notes	Number (#)	Please number each question in this section for future reference.
	Questions	Document all questions, concerns, or comments in this area for review by the Data Inventory Quality Assurance team. This section can contain any questions, comments, further explanations, concerns, etc. that the business process owner might have. When completing this section, it's important to be as detailed as possible for the reviewer.

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Ex.	Division / Office: Department of Education
Ex.	Data Champion: Joe Smith

Data Governance Structure				
ID	Business Process*	Business Process Owner	Business Sub-Processes	Applicable Regulations
Ex.	Time and Compliance	John Doe	Time Discovery	PII, FTI
Ex.	School Lunch Account Management	Brenda Pound	Depositing Money into Account	FERPA, FTI, PCI DSS

\* Various departments to gather Business Processes: Accounting, Business Unit(s), Communications, Human Resource, IT and Training

**State of South Carolina Data Inventory Tool**

**Division / Office:**

**Data Champion:**

**Data Governance Structure**

ID	Business Process*	Business Process Owner	Business Sub-Processes	Applicable Regulations
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\* Various departments to gather Business Processes: Accounting, Business Unit(s), Communications, Human Resource, IT and Training

## System Level EXAMPLE

State of South Carolina Data Inventory Tool															
Assets						Data Attributes						Data Classification Attributes			
#	Functional Area	Business Process	Sub-Process	Application or System	System Owner	Does the system contain...? (Y/N)						Data Protection (To be completed by Board IT)	Backup Frequency	Data Retention	Data Classification  If highlighted red, continue to Data Set Level tab. For additional guidance, refer to the Data Classification Decision Tree in the Instructions tab.
						Personally Identifiable Information (PII) data elements?	Protected Health Information (PHI) data elements?	Federal Tax Information (FTI) data elements?	Criminal Justice Information System (CJIS) data elements?	Payment Card Industry (PCI) data elements?	Please list all sensitive data elements.				
Ex	Human Resource	Time and Compliance	Time Discovery	PATT	John Doe	Y	N	Y	N	N	PII Elements: Full Name, Drivers License Number  FTI Information: SSN Received from the IRS	Encryption (at rest), Access Controls (Only x group and y group has access), Tokenization (on account numbers), Covered by a DLP tool.	Weekly	Unknown	Restricted
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Assets						Data Attributes						Data Classification Attributes			
#	Functional Area	Business Process	Sub-Process	Application or System	System Owner	Does the system contain...? (Y/N)						Data Protection (To be completed by Board IT)	Backup Frequency	Data Retention	Data Classification
						Personally Identifiable Information (PII) data elements?	Protected Health Information (PHI) data elements?	Federal Tax Information (FTI) data elements?	Criminal Justice Information System (CJIS) data elements?	Payment Card Industry (PCI) data elements?	Please list all sensitive data elements.				If highlighted red, continue to Data Set Level tab. For additional guidance, refer to the Data Classification Decision Tree in the Instructions tab.
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State of South Carolina Data Inventory Tool

Overview					Data Description						Lifecycle Attributes			Other Functional Area(s)
#	Business Process	Sub-Process	Name of Application or System	Data Classification	Data Set Name	Frequency of Use	Data Type	Description	Business Process Owner (Data Owner)	Data Custodian (To be completed by Board IT)	Received from (Collection)	Stored on (Storage)	Sent to (Use/Transfer)	List the other functional areas with which this data is being shared.
Ex 1.1	Time and Compliance	Time Discovery	PATT	Confidential	Information Security Plans	Daily	Unstructured - Electronic Reports	Records of individual employee time	John Doe	Jane Doe	Kronos Time & Attendance	SAP ECC	Hyperion	Treasury
1.2	Time and Compliance	Time Discovery	PATT	Restricted	HR Personnel Records	Weekly	Structured	Records of individual PII	John Doe	Jane Doe	Kronos Time & Attendance	Kronos Database, L drive	Internal HR Personnel via email	Accounting Department
1.3	Time and Compliance	Time Discovery	PATT	Restricted	HR Personnel Tax Records	Yearly	Structured	Tax information for W2s	John Doe	Jane Doe	IRS	Kronos Database, L drive	IRS, Internal HR Personnel via email	Printing Department, Accounting Department

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Overview					Data Description						Lifecycle Attributes			Other Functional Area(s)
#	Business Process	Sub-Process	Name of Application or System	Data Classification	Data Set Name	Frequency of Use	Data Type	Description	Business Process Owner (Data Owner)	Data Custodian <i>(To be completed by Board IT)</i>	Received from (Collection)	Stored on (Storage)	Sent to (Use/Transfer)	List the other functional areas with which this data is being shared.
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General Notes/Questions	
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Division/Office: \_\_\_\_\_

Provided By: \_\_\_\_\_

Report Date: \_\_\_\_\_

## Data Classification Weekly Progress Report

To Be Completed By Data Champion

Data Governance Structure							
% Complete							
	Finance	Business Units	Communi-cations	HR	IT	Training	Other
2-Mar							
9-Mar							
16-Mar							
23-Mar							
30-Mar							
6-Apr							
13-Apr							

System Level		
% Complete		
Shared Drives	Applications and/or Databases	Storage of Paper and Other Media

Data Set Level		
<i>Required for Confidential &amp; Restricted Systems Only</i>		
% Complete		
Shared Drives	Applications and/or Databases	Storage of Paper and Other Media

### NO UPDATING IS REQUIRED ON THE BELOW GRID!!!

(It will automatically populate based on the input from the above matrix.)

	Data Governance	System Level	Data Set Level	OVERALL PROGRESS
2-Mar	0	0	0	0
9-Mar	0	0	0	0
16-Mar	0	0	0	0
23-Mar	0	0	0	0
30-Mar	0	0	0	0
6-Apr	0	0	0	0
13-Apr	0	0	0	0