A Data Governance Initiative at UNF

Data

Information and Data are important and ever-expanding resources of the University.

Knowing where, when and with whom we share and store this resource is vital in meeting our regulatory, contractual and ethical obligations.

And Data Governance plays a central role.

Data Governance

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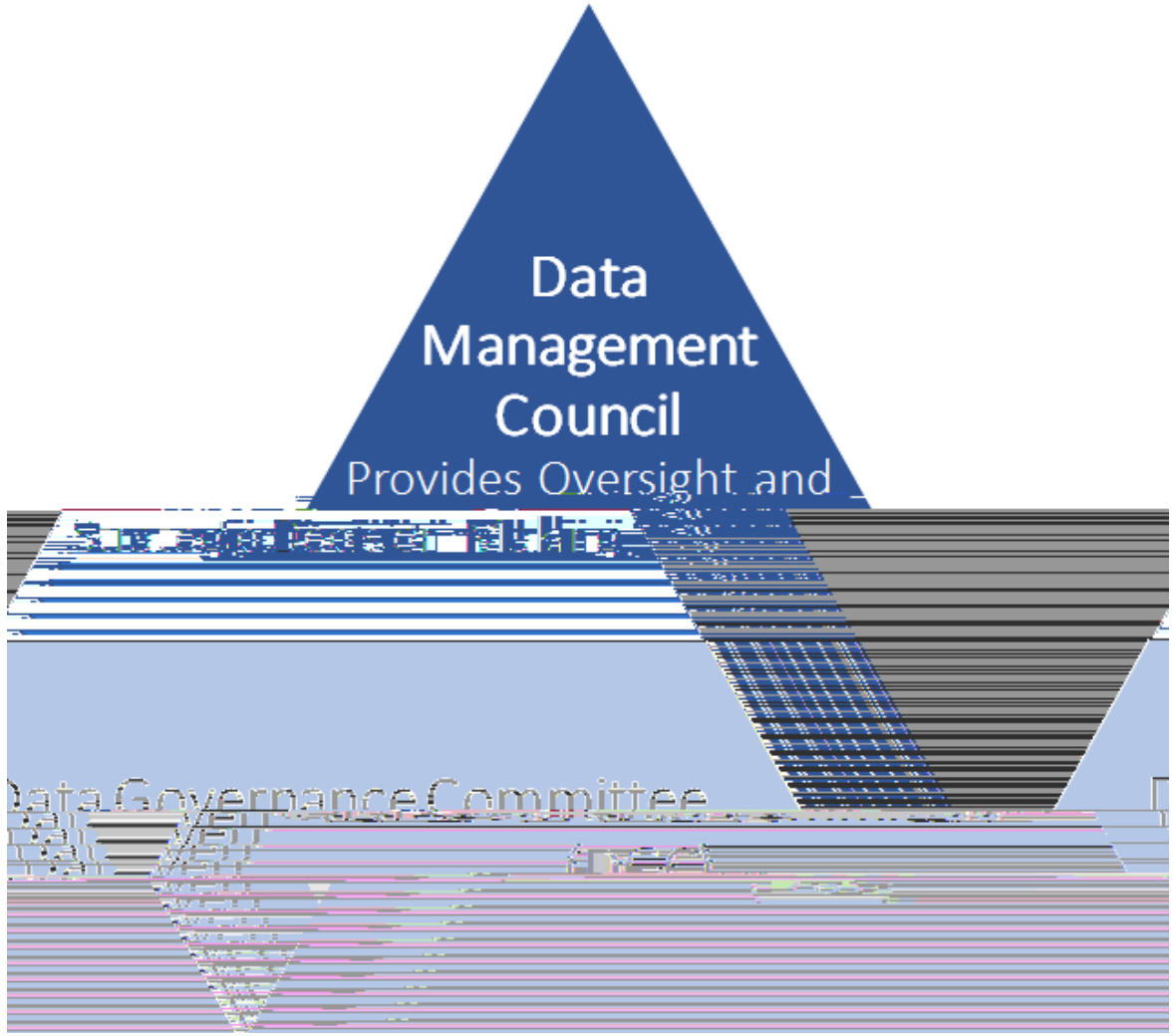
Data Governance at UNF



Data Management Council Members:

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Aocia t e Vice Pe iden and Chief Infor a t Officer ç Sco t t Benne t

Pi acy Officer ç Rick Bc k

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www.unf.edu/DGOg

Data Governance at UNF

Basic Terminology

Data Domain ς a classification of data managed or controlled by a data steward. Data can be classified into one or more data domains for which one or more data stewedascaor

What is a Data Integration?

"Data integration is the combination of technical and business processes used to combine data from disparate sources into meaningful and valuable information." - IBM

Documenting Data Integrations

Effective Summer 2019, the Data Management Council approved the use of Data Cookbook to document all new and existing

The Data Cookbook is UNF's official Data Dictionary. The Data Cookbook is a collaborative online data dictionary and data management solution that allows for information sharing and standardization of functional and technical definitions across the university.

Resources:

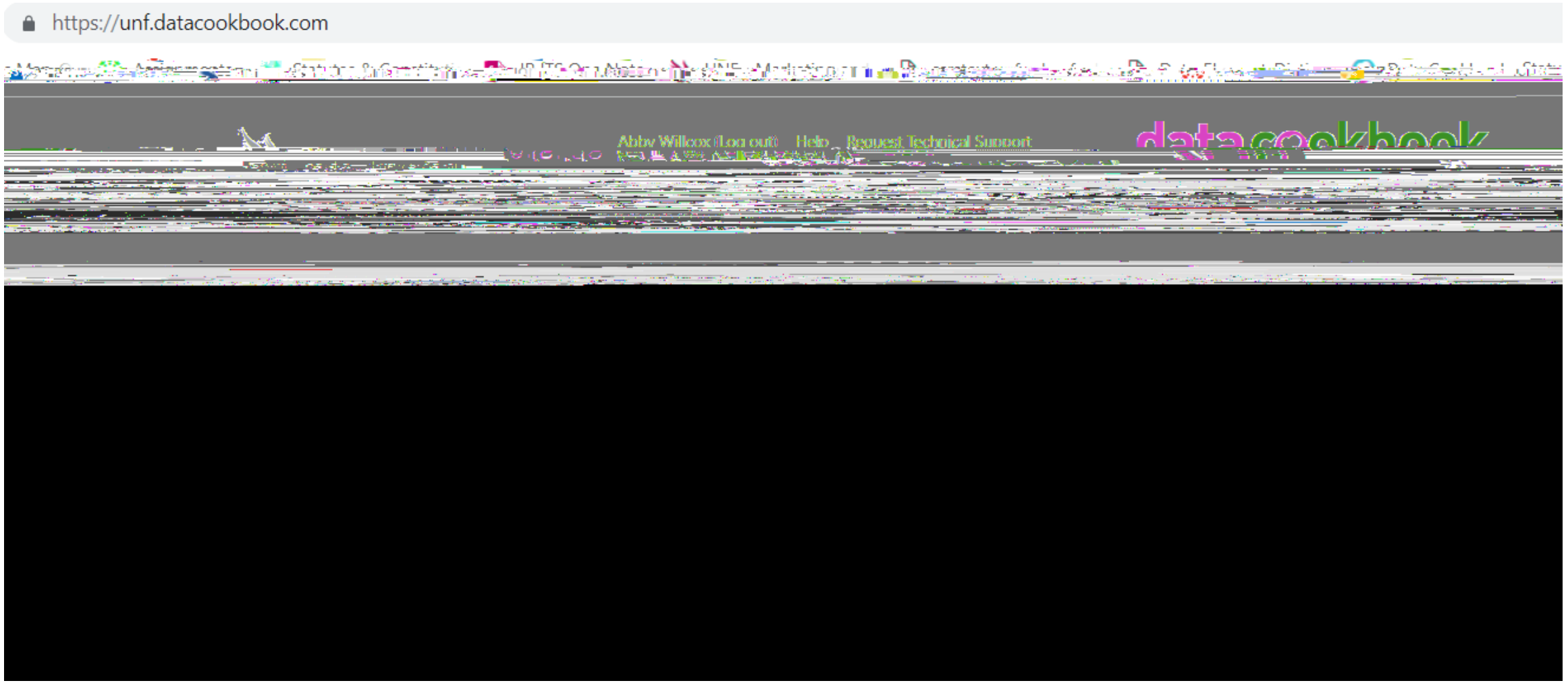
https://unf.datacookbook.com/

https://www.unf.edu/ir/inst-research/Data_Cookbook_Initiative.aspx

Creating a Specification: Step by Step

The next few slides will walk you through the process of creating a specification through the following steps:

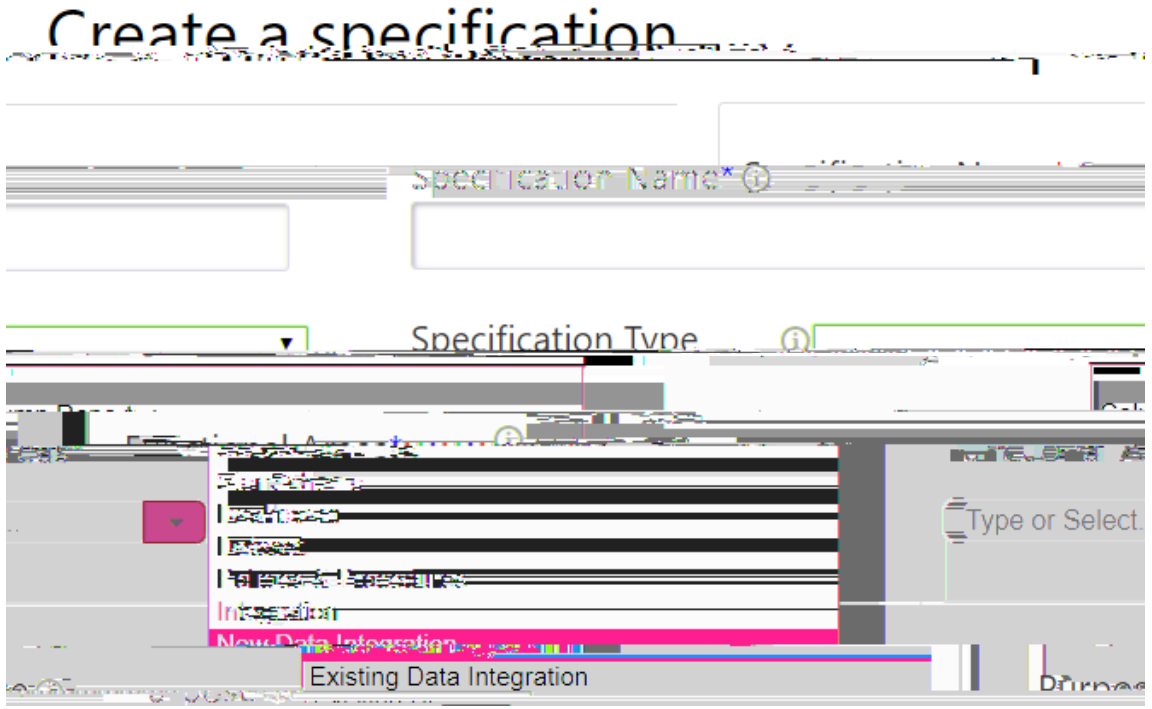
1. Navigate to unf.datacookbook.com and choose 'Create Specification' from the Specification tab
2. Provide basic information (Specification Name, Specification Type, and Functional Area) on the data integration
3. Provide the purpose and description for the data integration
4. Save your specification and 6. 'Submit for Provisional Approval'
   OR
5. Navigate to the Definitions tab and provide requested data fields if known and then 6. 'Submit for Provisional Approval


https://unf.datacookbook.com
Abby Willcox (Log out)
Help
Request Technical Support
datacookbook

2 Provide basic information on the data integration

Specification Name ς choose a unique and descriptive name for the specification. Ex: UNF External Data Integration - Engage

Specification Type ς the specification type will determine the appropriate workflow. For integrations, please select New Data Integration or Existing Data Integration.



Clarification on Specification Type

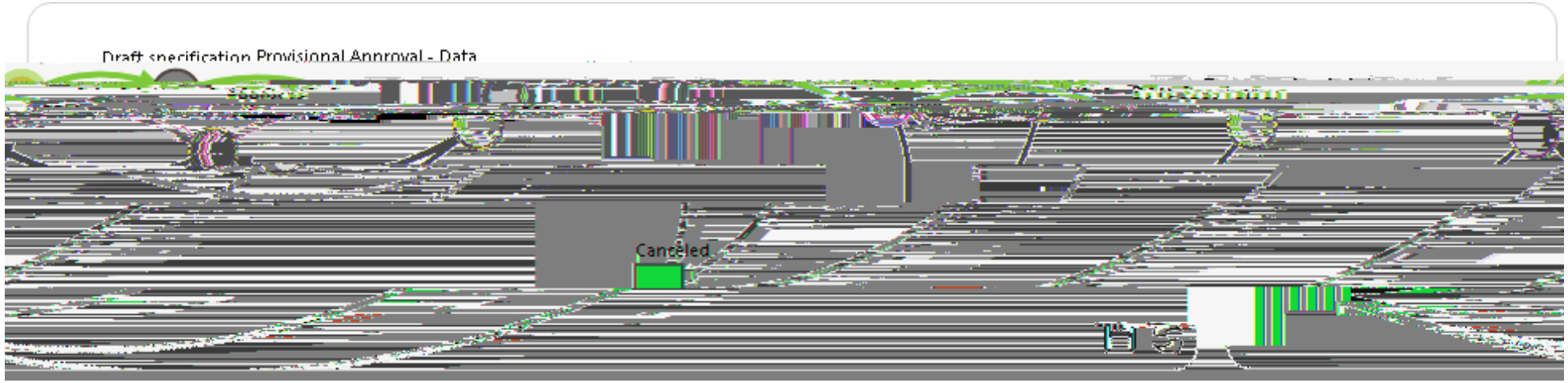
Use Existing Data Integration *only* if an approved data integration specification already exists in Data Cookbook.

In all other cases, use New Data Integration, even if it is for a solution already in use at UNF.

Specification Type Determines the Appropriate Workflow

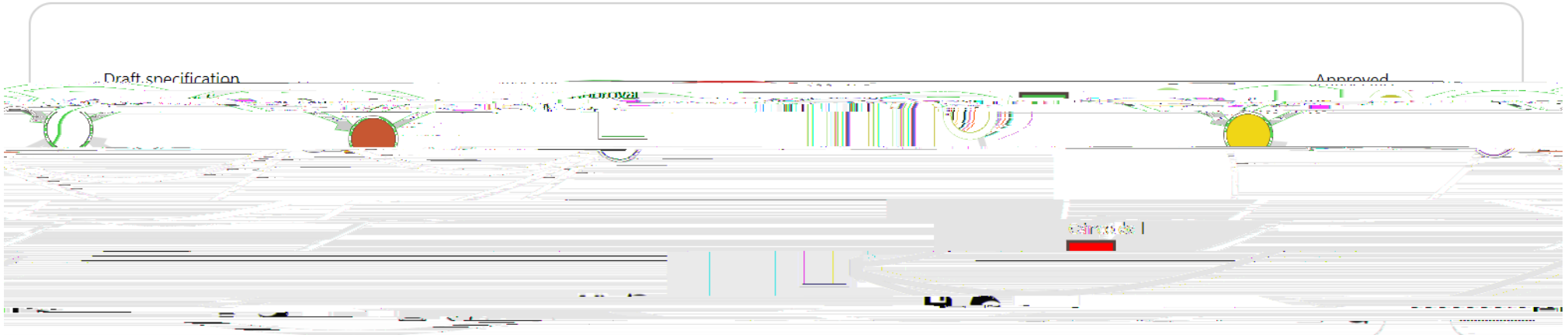
New Integration Workflow

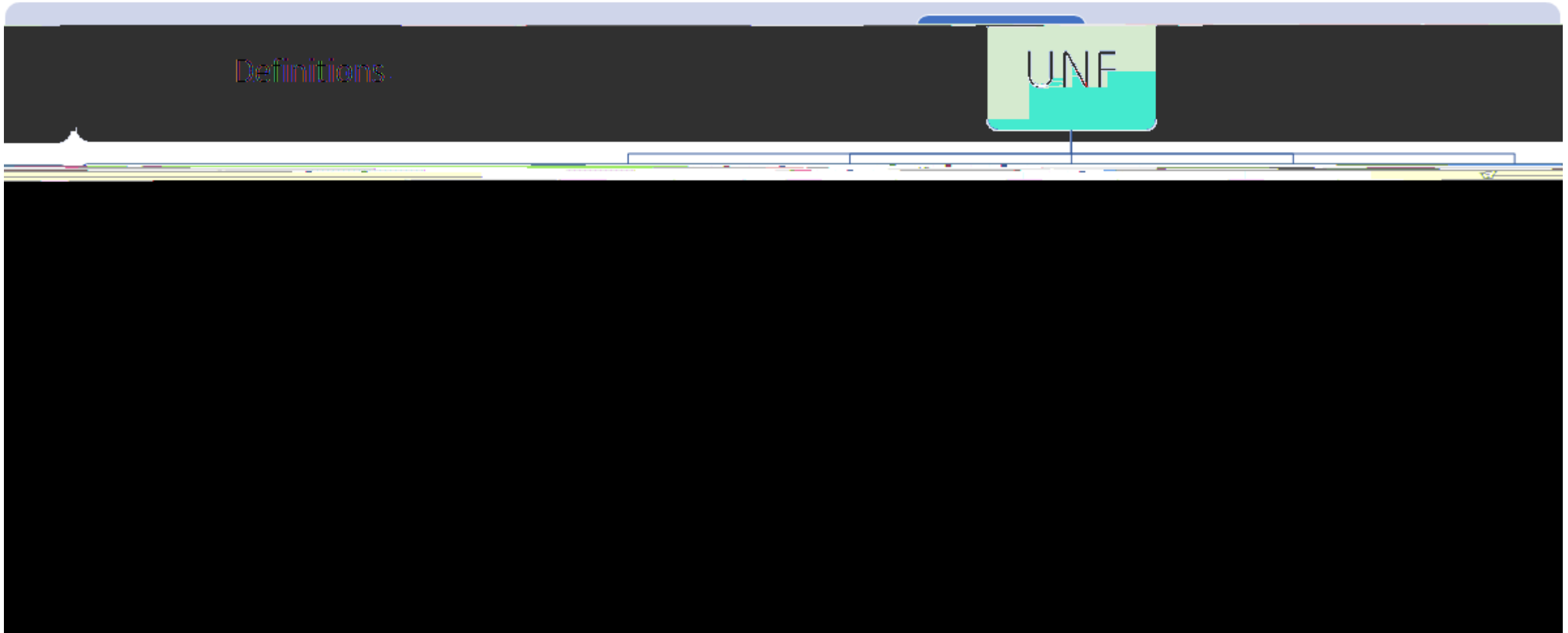
Diagram:



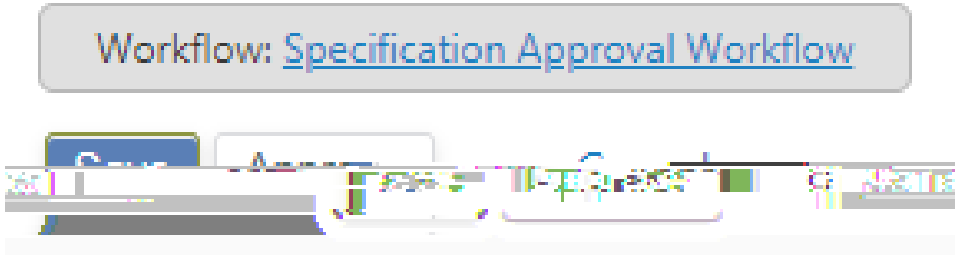
Existing Integration Workflow

Diagram:

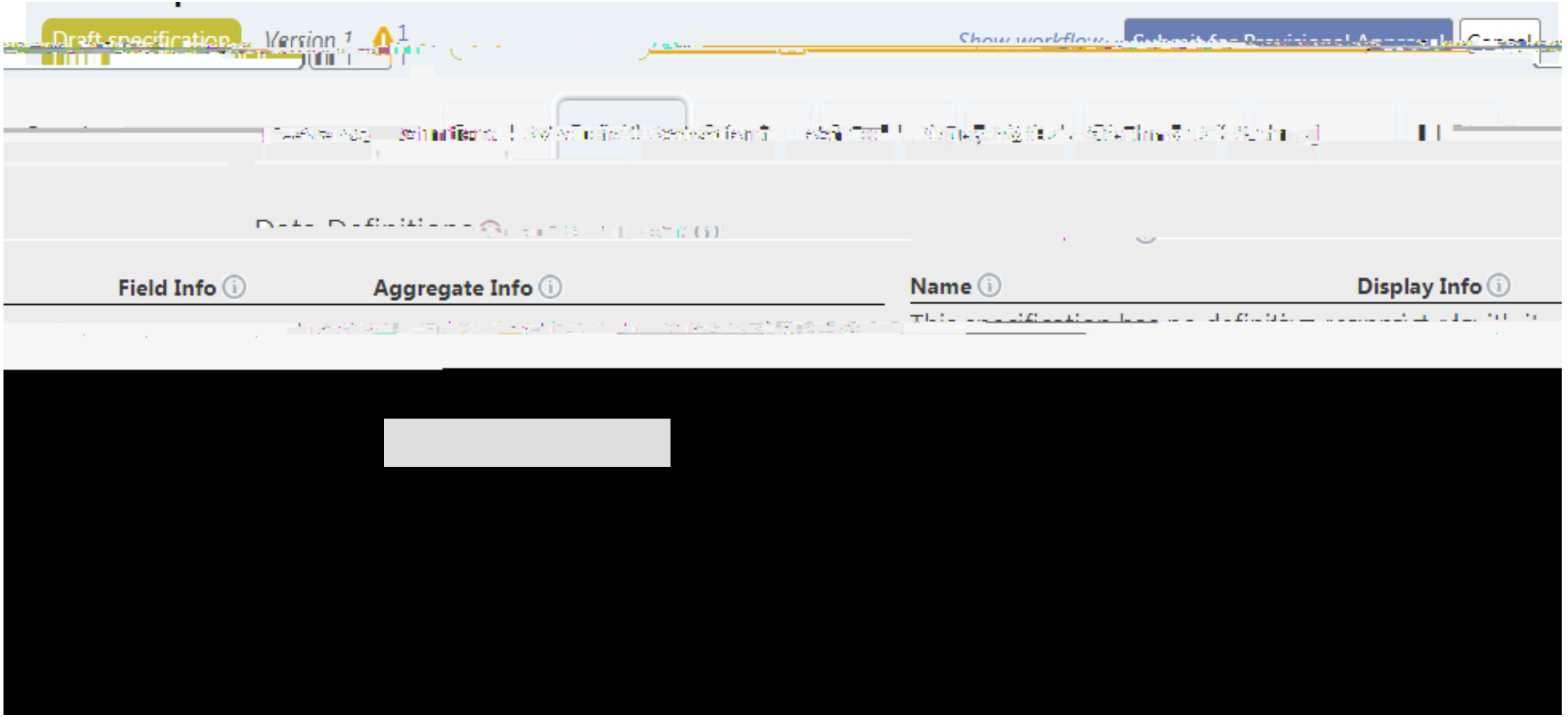


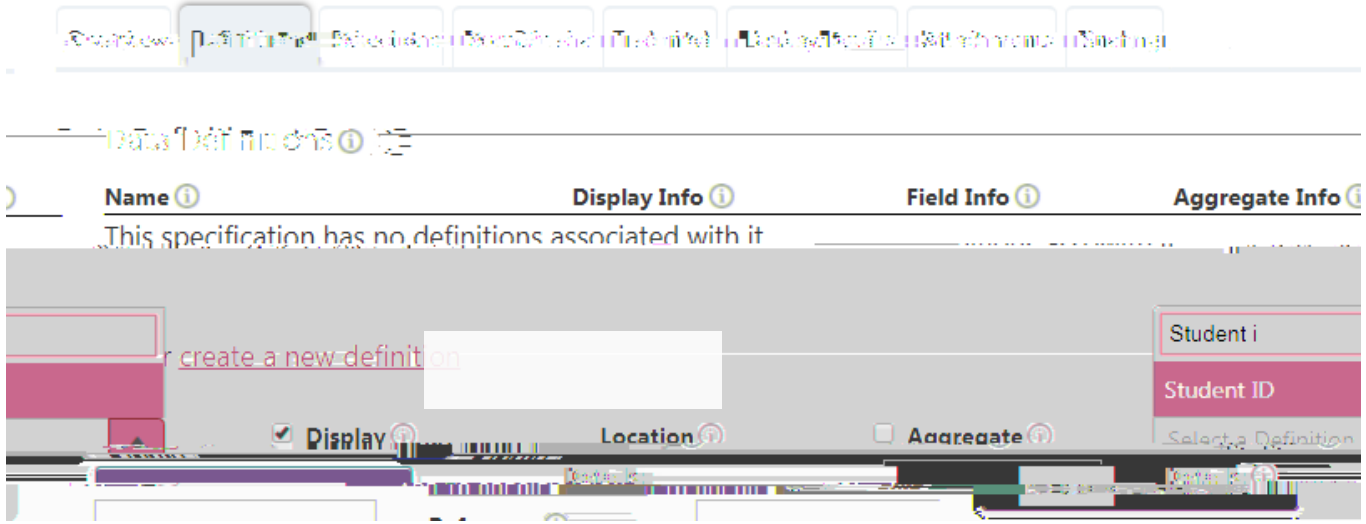

Definitions
UNF

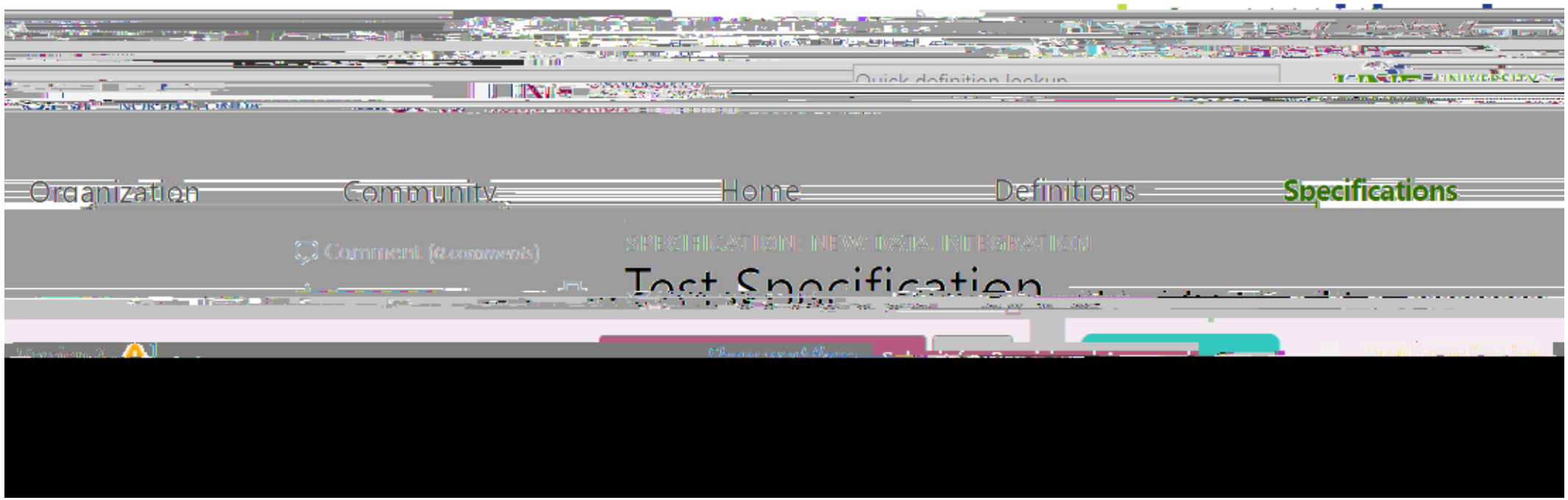
4 Save your specification



Once your specification has been saved, you will be provided with more options to add additional information. If you only know the data domains and not the specific fields, please Submit for Provisional Approval (Step 6).


Draft specification
Version 1
1
Show workflow
Field Info
Aggregate Info
Name
Display Info

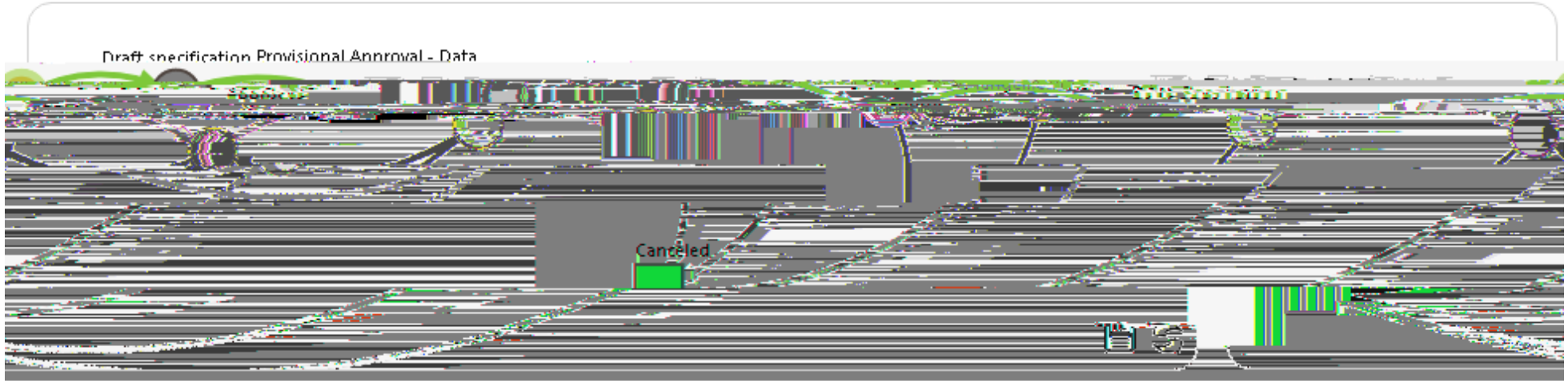

Name
Display Info
Field Info
Aggregate Info
This specification has no definitions associated with it
create a new definition
Student i
Student ID
Display
Location
Aggregate


Organization
Community
Home
Definitions
Specifications
Comment (0 comments)
SPECIFICATION: NEW IDSIA INTEGRATION
Test Specification

Workflows

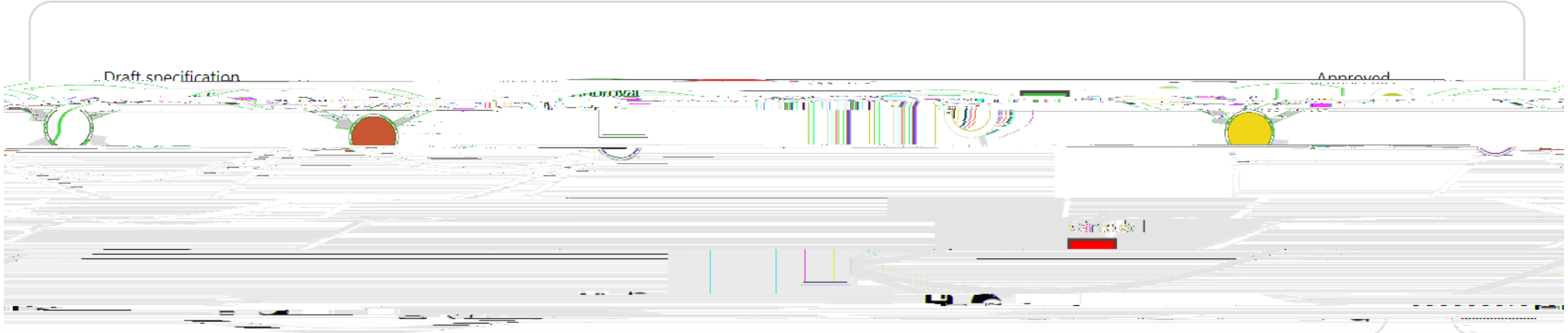
New Integration Workflow

Diagram:



Existing Integration Workflow

Diagram:



Post-Provisional Approval Actions

If there are significant changes regarding the data specification or type of data requested during the Specification Building stage, the specification builder should return to draft and submit the changes for provisional approval by the data steward and privacy officer. An example would be the introduction of a new data domain.

If there are significant changes regarding the data specification or type of data requested at the time the specification has been submitted for final approval, the functional owner/specification builder will need to reach out to Institutional Research to move the specification back to drafting or build specification stage based on the type of changes.

When there are no further changes to the data specification and definitions, the specification can be submitted for Final Approval.

Final approval must be granted before a new solution “goes live.”

Third Party Risk Management

ITS Security will review both Provisional and Final Approval for new integrations and once every 5 years for existing integrations.

UNF leverages the BitSight platform to calculate risk combining:

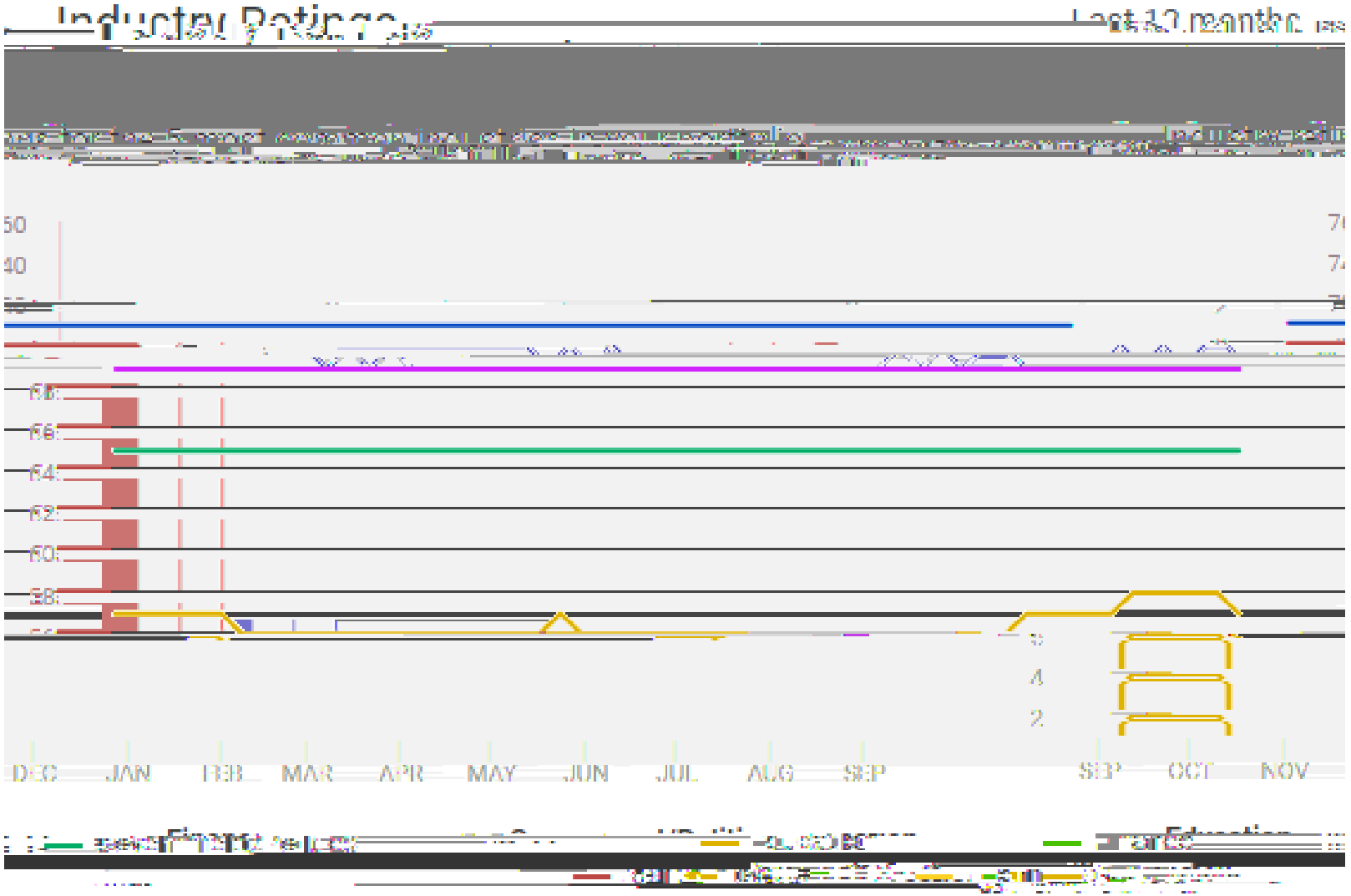
- The third party's BitSight Security Rating
- The classification of the data being used by the third party based on the UNF Data Classification Policy

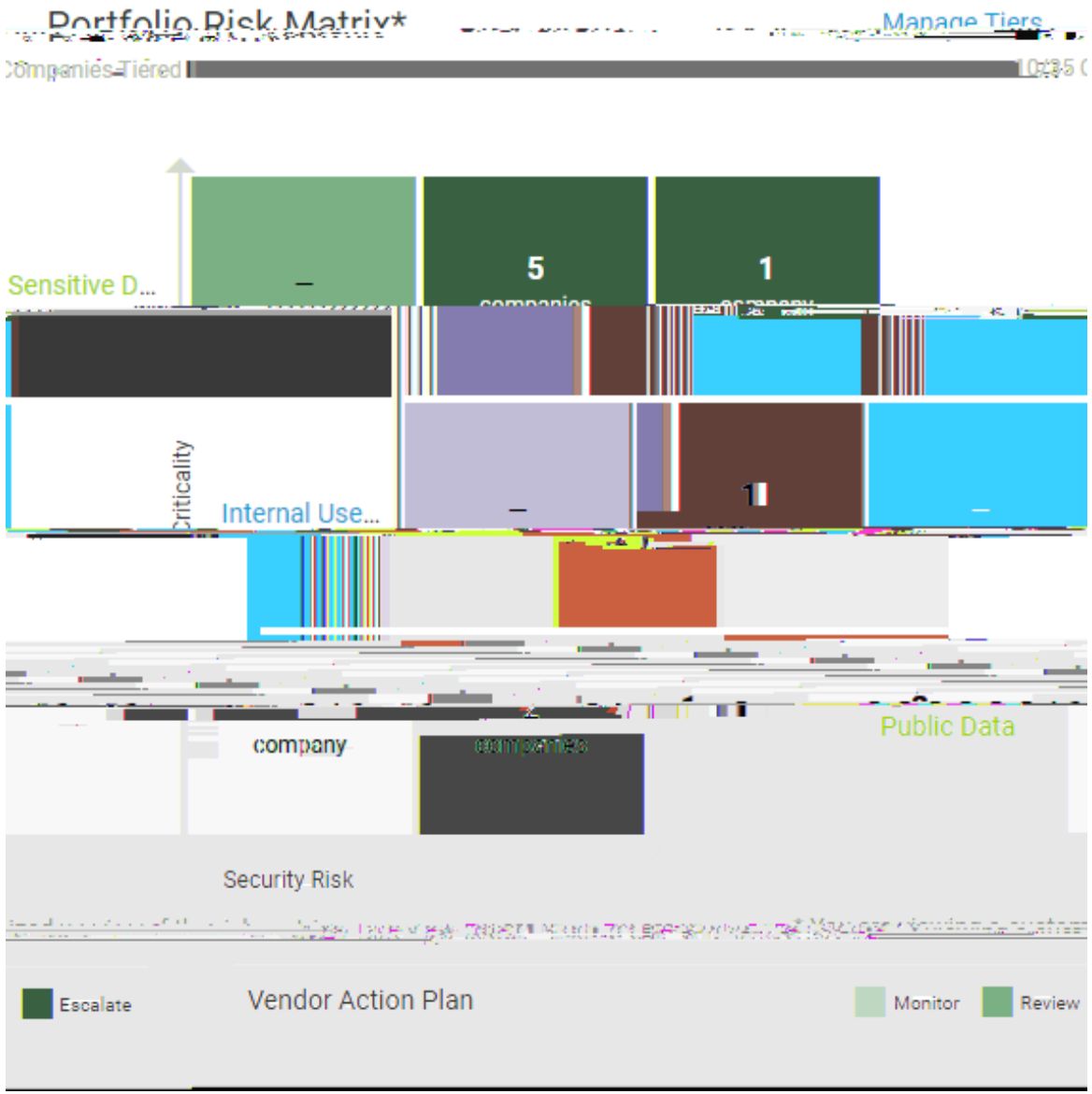
The following documents may be requested from the third party:

- SOC2 or SOC3 report on the hosting facility
- Completed HECVAT Full or HECVAT Lite
- Copy of the most recent Privacy Policy

https://www.unf.edu/its/security/Third_Party_Risk_Management.aspx

BitSight Industry Ratings




Portfolio Risk Matrix*
Manage Tiers
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Sensitive D...
5
companies
1
company
Criticality
Internal Use...
1
company
Public Data
Security Risk
Escalate
Vendor Action Plan
Monitor
Review

Contact