

The Functional Data Governance Committee

5/28/2020

Microsoft TEAMS Conference Call with Chat and Documents shared within Teams

Meeting Minutes #5

Those in attendance: Dr. Michael Gibbons, Shane Allen, Ron Ardelean, Chery Carty, Julie Davis, Geoff Dyer, Laura Gay, April Gregg, Dr. Debra Matthews, Dian Mitchell, Chief Tripp Mitchell, Joel Morgan, Brian Stanley, Chris Tsavatewa, Josh Waters, and Margo Woodham

Absent: Christy Colvin, Erin Crider, Amanda Funches, Lee Ann Kirkland, Barbara Ratzlaff, Amanda Register, and Dr. Michael Stewart

Recorders: Laura Gay and April Gregg

Meeting began at 11:02AM

Agenda:

1. Approve Agenda – approved
2. Review and Approve Minutes from April 23 meeting – if no feedback by 5pm, will be considered approved and posted to site
3. Old Business
 - a. Updates from Tier 1 (Josh, Joel) – Joel is still working on the data classification standard and risk management – both are part of the safeguards portion. Gibbons mentioned that we will be voting on both the GLBA Standard and Privacy Standard today.
 - b. Updates from Tier 2 (Michael, Michael, Ron) – Dr. Gibbons did not have anything to report. Ron mentioned that Chris had sent him a USG training PowerPoint and it was a sample only to view. Real generalized. Ron is still working on this. USG had originally said late March, but they are a little behind at the moment. Dr. Gibbons suggested that the document get put in to the TEAMS file so everyone can look at it.
 - c. Updates from Technical Data Governance Committee (Geoffrey, Michael) - Geoffrey had nothing to add, but will get the committee together this week to get them started.
 - d. Progress on systems update – Joel mentioned that this needs to get started by the data stewards and OTR for systems that are used. Chris said Michael S. has all of the forms built out. Michael S, is working through student affairs now to see how it goes and then they can better support others in the process. Margo mentioned that the group meet yesterday. They will roll this project out by middle of next week. Once this is complete, it will close out Tier 1. Chris mentioned that data availability is in Tier 2, so they went back and added this to the form so it will close all of this out together once completed.
4. New Business
 - a. Vote on [GLBA standard](#) – Dr. Gibbons opened the floor up for any questions. Also asked that Joel or Josh explain again what is in the GLBA Standard? How it was

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crafted? What else are we doing that relies on this policy? Joel mentioned that this is where the Opt Out question is detailed in. Chris mentioned that this is where the risk assessment procedure mentions it has been done and ties back to the privacy standard. Josh mentioned that the GLBA is basically the safeguards to protecting important information (like financials); have to have risk assessments and safeguards in place.

Voting – 13 out of 13 voted for the GLBA Standard and 0 were against it. GLBA Standard is passed. (Nonvoting members on the call are April Gregg, Chris Tsavatewa, and Josh Waters)

- b. Vote on [Privacy Standard](#) – What is in here? How did you go about crafting it? What else depends upon this? Joel stated that he wrote this standard based off the USG IT handbook privacy policy and added in UGA privacy policy with more details about cookies and GDPR from their website. He also pulled in their identify theft handbook and policy. Josh added this is important for GDPR, HIPPA, FERPA, - those are covered in this privacy standard. Joel mentioned that this privacy standard should be used in all departments and as guidelines; needs to be implemented. Basically this is a foundation for the departments for implementations of their policies and procedures.

Julie Davis asked about the section on “Individual Rights of the Data Subject under the EU GDPR” – policy where it talks about individual rights for personal information and how that data is stored. She mentioned that the Foundation gets this information from the university on students who have graduated and they keep that information forever. She wanted to know how does her group communicate that information? She mentioned that the information is the basic information along with SSNs. Dian mentioned that she thinks this ties in with how items are stored – use guidelines from USG – need to be identified at some later point. Josh reaffirmed that statement saying this will be identified in other areas – “how are we using the data being received?” He mentioned that this doesn’t affect the Foundation, unless USG finds otherwise. Joel made the comment that this is where the data stewards need to get together and provide implementation on their procedures. Chris will take this question back to his BPM group at the system office. He mentioned that the GDPR got moved to Tier 3, still a lot to figure out and discuss and find best practices on how data is stored or stored indefinitely, etc. Chris mentioned that we could have a general disclosure posted making the students aware that their info is being shared/used by others.

Chris stated that the GDPR and Privacy Standard should cross reference. Josh stated that the GDPR should point to the Privacy Standard.

Voting – 11 out of 13 voted for the Privacy Standard and 0 were against it. Privacy Standard is passed. (Nonvoting members on the call are April Gregg, Chris Tsavatewa, and Josh Waters)

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- c. Tier 3 Checklist – Dr. Gibbons stated that the Tier 3 checklist has been released and briefly went through each element again. Tier 3 includes Data Governance structure – already done in the beginning. He also mentioned that this section will get back to Julie’s question asked previously. Tier 3 is largest of them all – due at end of year.

Chris added that as data stewards are moving through the data systems inventory they need to be also thinking about data elements and data definitions. Thinking about things like: Where does the guide book reside? Is this a collaborative data set? Is it the 3rd party system that has a handbook? Do you know where they are and/or who to contact? Quality control? Chris mentioned that all these questions will come up in Tier 3 elements and definition and quality.

- d. GLBA Audit – USG will be doing an audit (Roger Boyd, Office of Internal Audit). Joel will gather the information and contact us if he/they need anything. Geoff said they will send a schedule in late May to Joel and will perform the audit in August or Sept. Dr. Gibbons stated that while we are still working on the GLBA from Tier 1, USG is taking all of this very seriously. Joel considers this audit as a preparation for the state audit.

Brian says it will probably be a desk audit and if any questions, they will ask. Probably won’t come on site. Dian asked what offices will be involved with this? Joel said him, but doesn’t know about others yet. Dr. Gibbons said the GLBA does involve Dian’s group. Chris stated that on his conference call previously with the BPM group at the system office, the auditor intends to go through everything and then meet with the stakeholders of each policy – giving what they found, best practices, etc. for a more robust audit in the future. Not a threatening approach on this audit. Rose Patti is our point of contact on this per Chris.

Dr. Gibbons opened the floor for any questions or comments. Dian asked if she needed to be working on anything specifically at the moment? Chris mentioned that she is not part of Tier 2 groups and they have not assigned Tier 3 groups yet. Will start looking at Tier 3 soon and communicate in the next couple of weeks (definitely prior to next meeting).

Chris mentioned that there is still a need for a committee to perform self-audits. A committee to view how all this information is recorded and stored from an institutional perspective. Need a committee to audit along the process.

Joel – Tier 3 checklist has changed for some of the Tier 1 requirements– DPRA newly added. Chris is going to check on that; hasn’t seen on digital checklist just this paper form. Joel stated he will make those newly added items last priority since they were added at the last minute.

- 5. Adjourn – meeting ended at 12:01 PM