

## Global Data Privacy and Security Team

# Where Oh Where Has My Data Gone? Where Oh Where Can It Be?: Conducting A Data Map or Data Inventory At A Glance

Knowing the type of data that you collect, where it is being held, with whom it is being shared, and how it is being transferred is a central component of many data privacy and data security programs. The process of answering these questions is often referred to as a “data map” or a “data inventory.”

Although the questions that a data map tries to solve are relatively straightforward, the process of conducting a data map can be daunting depending upon the size and structure of an organization. In addition, it is important to remember that data and its location can be in constant change within an organization. As a result, organizations must consider how often to invest the time in a data map and, once invested, how long the information will be useful.

Maintaining a data map or a data inventory was ranked as the number one priority by privacy officers.\*

**NO. 1**

The percentage of companies that identified maintaining a data map or data inventory as relevant.\*

**100%**

The percentage of companies that currently have a data inventory.\*

**33%**

The percentage of companies that have an inventory and track the flow of data between systems.\*

**17%**

Bryan Cave's Global Data Privacy and Security Team helps clients safely collect, utilize, transfer, and monetize data.

For more Information Contact:

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### What to think about when deciding to conduct a data map or a data inventory:

- Which departments within your organization are most likely to have data?
- Who within each department would you need to speak with to find out what exists?
- Is it more efficient to send the relevant people a questionnaire or to speak with them directly?
- What is the best way to receive back information from each custodian so that it can be organized and sorted with information received from others?
- How much overall time will it likely take to complete the data map and data inventory?

### What information should you consider including in your data map or data inventory:

- The types of data collected.
- Where the data is housed physically.
- Where the data is housed logically.
- Whether encryption is applied to the data in transit.
- Whether encryption is applied to the data at rest.
- The custodian of the data (i.e., who is responsible for it).
- Who has access within the organization to the data.
- Who has access outside of the organization to the data
- Whether the data crosses national boundaries.
- The retention schedule (if any) applied to the data.

\* Nymity, Privacy Management Program Benchmarking and Accountability Report (2015).