Valora Technologies

How to Manage Data Privacy While Managing Records

Welcome!
The webinar will begin shortly

Valora Technologies

How to Manage Data Privacy While Managing Records

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VP Strategic Solutions

2024 Webinar Series

AutoClassifying the 3 R's:
ROT, Records & Retention

MARCH 26

How to Manage Data Privacy
While Managing Records

APRIL 23

BlackCat 5.0 Demo Day

TBD IN MAY-JUNE

Managing Data Minimization &
Least Privilege with AutoClassification

OCTOBER 15

Generative AI: Are You Ready for
AutoClassification?

NOVEMBER 12

Helpful Hints

Questions

Slides

Feedback

Recording

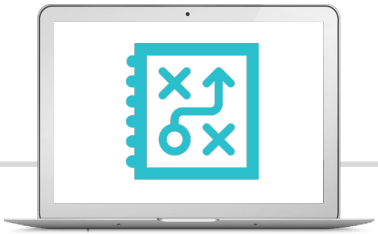
Valora Technologies

AutoClassification platform used by
Data Governance, Records Managers, Legal, Compliance & IT teams
to locate and automate the identification, classification & defensible disposition
of content across the enterprise data estate.

Technology

Enterprise-grade SaaS platform

- Flexible, scalable, customizable
- True AutoClassification engine



Methodology

Proven Process & Best Practices

- 20+ year pioneers in InfoGov
- In-house Professional Services team

360° View

Single pane of glass

- Un/structured, on-prem/cloud, SaaS
- ID, classify, defensibly disposition

Reducing Risk & Exposure

- ✓ Uncover dark data
- ✓ Inform & action content
- ✓ Ensure compliance

Data Governance Risk

Don't know where it is
or what is it?

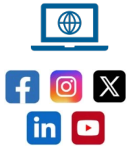
Privacy Risk

Does it contain personal
or sensitive data?

Compliance Risk

Does it exist when and/or
where it shouldn't?

Data Governance Challenges

Cloud & on-prem Unstructured data	Communication Apps Messages & attachments	SaaS Web Apps Structured & unstructured	ECMs & ERPs Structured & unstructured	Cloud & on-prem Structured data	Websites & URLs
					

- What do we have?
- Where is it?
- What is it? (sensitive/PII)
- Who owns it?
- What policy to apply?
- What's the risk?

FIND Locate & Identify	EVALUATE Inventory & Analyze	TAG Classify & Report	ACTION Review & Disposition	ENSURE Monitor & Audit
• Scans multiple data repositories • Unstructured/structured • Cloud & on-prem environments	• Full text analytics • Dark data discovery & inventory • Text, preview images for analysis	• Classification, based on content • Rich metadata application • On-demand/automated reporting	• Interactive & instant reporting • Automated rules & workflows • Defensible disposition	• Scans for new & edited content • Update changes to policies • Ensure ongoing compliance

Data Governance Challenges

Cloud & on-prem Unstructured data	Communication Apps Messages & attachments	SaaS Web Apps Structured & unstructured	ECMs & ERPs Structured & unstructured	Cloud & on-prem Structured data	Websites & URLs
SharePoint, OneDrive, Dropbox, box, Google Drive	Outlook, Teams, Gmail	salesforce, workday., servicenow,	ORACLE, Laserfiche, Relativity, iManage	ORACLE	

- ✓ What do we have?
- ✓ Where is it?
- ✓ What is it? (sensitive/PII)
- ✓ Who owns it?
- ✓ What policy to apply?
- ✓ What's the risk?

What makes Valora different

True AutoClassification

Based on the full text analysis of the content of each file, not file metadata

Complete customization

Custom fields, DocTypes, reports, deployment. Manual, semi or fully automated disposition

Repository Agnostic

Access content across structured and unstructured, on-prem & cloud

Strategic approach

Cross functional use & ROI, defensible compliance, GRC aware

Sophisticated solution/offering

Event-based triggers, hierarchical and multiple data values

Data experts

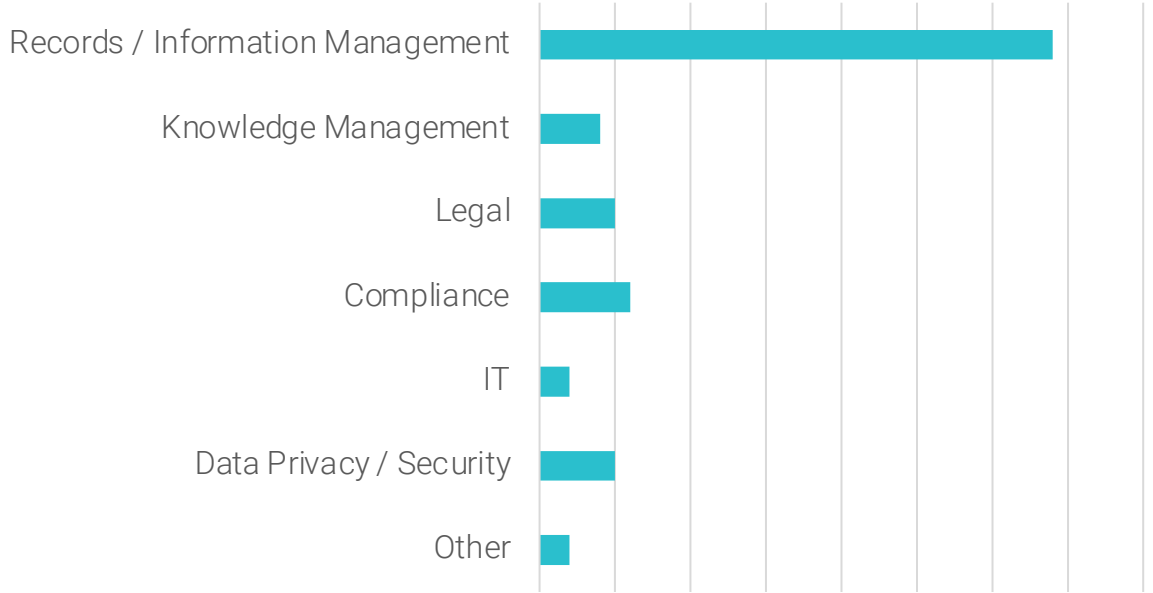
20+ yrs background in eDiscovery, data discovery, and content analytics, MIT-trained dev team, HBS-trained mgmt

Poll Results

Who’s here today
& what are your interests?

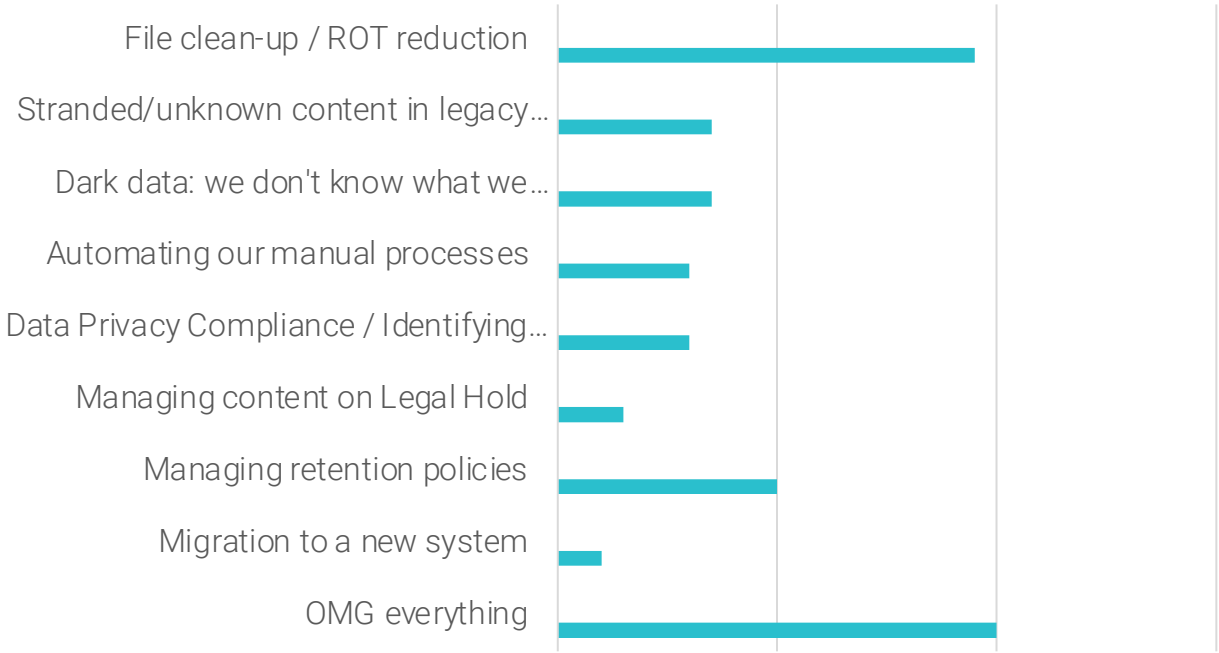
Who you are & what your challenges are

Who You Are



Who you are & what your challenges are

Your RIM/IG Challenges



Agenda

- What is Data Privacy & Why should I care?
- How to manage records and data privacy under one initiative
- DSARs: Data Subject Access Requests
- Spoiler Alert: AutoClassification is your friend
- How to advocate for an organization-wide collaborative approach to data privacy
- How to get started

What is Data Privacy?

Data privacy (in general) is the right to have control over how your personal information is gathered, used, kept, sold and exchanged. The primary thesis is that end-users should have the rights to know, edit, delete or direct how their information exists.

Data privacy (in the context of Information Governance) is the proper handling of sensitive data including personal data, financial data, health information and other confidential data to meet regulatory requirements while protecting confidentiality.

Data privacy covers: personal data protection, consent & notice, data minimization & purpose limitation, data subject access rights, and security measures around sensitive information.

Data Privacy Regulations

2018 2019 2020 2021 2022 2023 2024

GDPR
General Data
Protection Regulation

Federal laws that regulate industry-specific data, but no current federal data privacy law in the US

HIPAA, Health Insurance Portability & Accountability Act: communication of health data

FCRA, Fair Credit Reporting Act: information in your credit report, who can see it

FERPA, Family Educational Rights & Privacy Act: who can request to see student records

GLBA, Gramm-Leach-Bliley Act: how consumer financial products share data

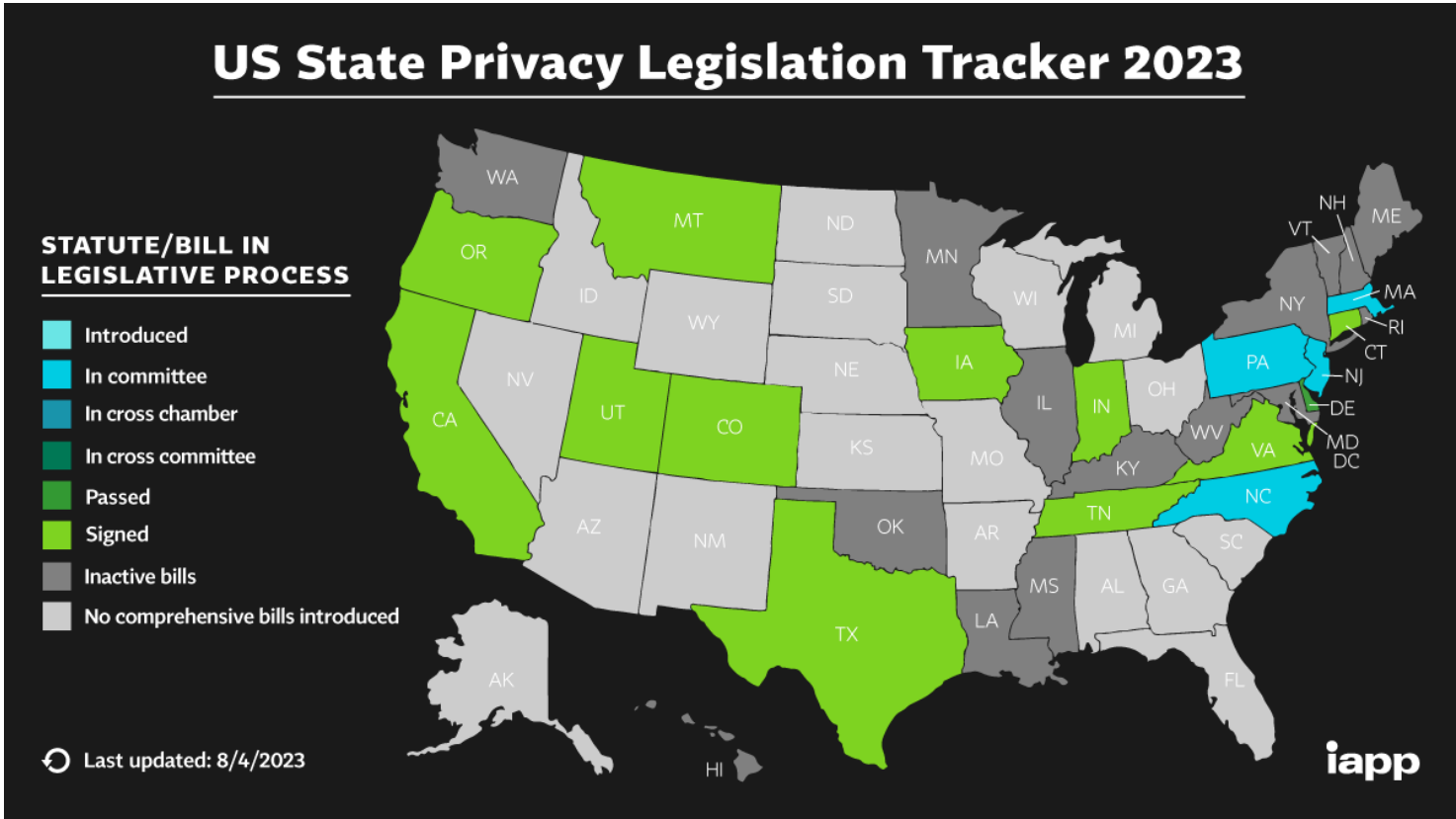
COPPA, Children's Online Privacy Protection Rule: limits data collection for children under 13

Individual states are passing privacy bills in lieu of a federal law

Why is this important now?

Get to know IAPP

Status of data privacy regulations in the US (Aug 2023)

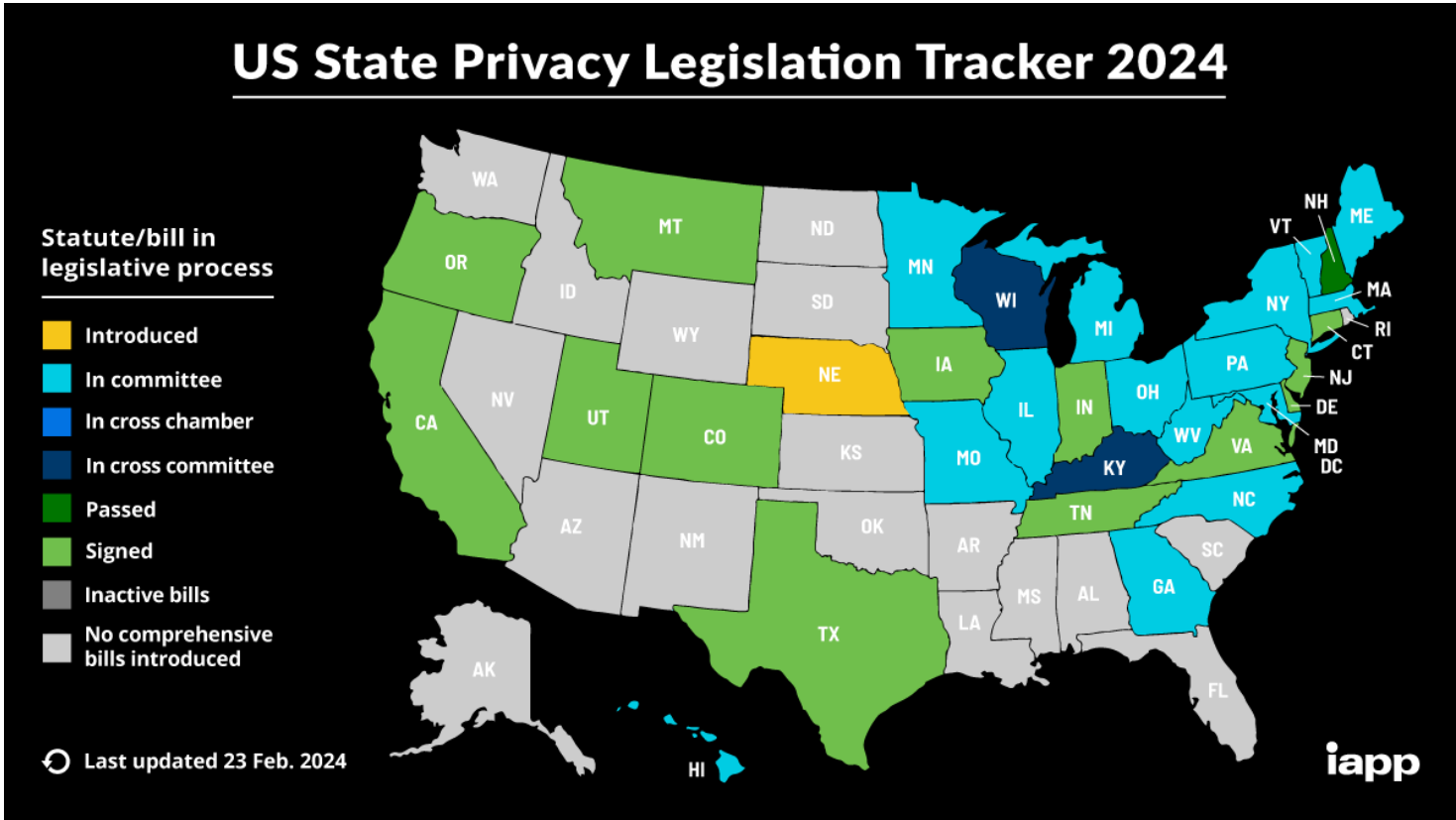


Why is this important now?

Get to know IAPP

Status of data privacy regulations in the US (Feb 2024)

6 months later



Why is this important now?

- Stop thinking data privacy is “someone else’s problem”
- Just like eDiscovery, this will become a RIM/IG “problem”
- Still time to get on top of it

US State Privacy Legislation Tracker 2024

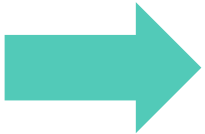
iapp

Comprehensive Consumer Privacy Bills

State	Legislative process	Statute/bill	Common name	Consumer rights								Business obligations				
				Right to access	Right to correct	Right to delete	Right to opt out of certain processing	Right to portability	Right to opt out of sales	Right to opt in for sensitive data processing	Right against automated decision-making	Private right of action	Opt-in default (requirement age)	Notice/transparency requirement	Risk assessments	Prohibition on discrimination (exercising rights)	Purpose/processing limitation
LAWS SIGNED (TO DATE)																	
California		CCPA	California Consumer Privacy Act (2018; effective 1 Jan. 2020)	X		X		X	X			L	16	X			X
		CPRA	California Privacy Rights Act (2020; fully operative 1 Jan. 2023)	X	X	X	S	X	X		X	L	16	X	X	X	X
Colorado		SB 190	Colorado Privacy Act (2021; effective 1 July 2023)	X	X	X	P	X	X	X	X~		S/13	X	X	X	X
Connecticut		SB 6	Connecticut Data Privacy Act (2022; effective 1 July 2023)	X	X	X	P	X	X	X	X~		S/13	X	X	X	X
Delaware		HB 154	Delaware Personal Data Privacy Act (2023; effective 1 Jan. 2025)	X	X	X	P	X	X	X	X		17	X	X	X	X
Indiana		SB 5	Indiana Consumer Data Protection Act (2023; effective 1 Jan. 2026)	X	X	X	P	X	X	X	X~		S/13	X	X	X	X
Iowa		SF 262	Iowa Consumer Data Protection Act (2023; effective 1 Jan. 2025)	X		X		X	X				S/13	X		X	X
Montana		SB 384	Montana Consumer Data Privacy Act (2023; effective 1 Oct. 2024)	X	X	X	P	X	X	X	X~		S/13	X	X	X	X
Oregon		SB 619	Oregon Consumer Privacy Act (2023; effective 1 July 2024)	X	X	X	P	X	X	X	X~		S/13	X	X	X	X
Tennessee		HB 1181	Tennessee Information Protection Act (2023; effective 1 July 2025)	X	X	X	P	X	X	X	X~		S/13	X	X	X	X
Texas		HB 4	Texas Data Privacy and Security Act (2023; effective 1 July 2024)	X	X	X	P	X	X	X	X~		S/13	X	X	X	X
Utah		SB 227	Utah Consumer Privacy Act (2022; effective 31 Dec. 2023)	X		X	P	X	X				13	X		X	

“Traditional” Records Management; Historically, why were you unable to delete ROT?

- “No tools.” (Delete, delete, delete…)
- “Can’t find it, ROT is mixed in with the good stuff.”
- No one will let us delete things.



No real penalty to “just keep forever” (and violate our RRS, but ok)

Now, there are real consequences
to not deleting data that is supposed to be deleted (past retention), and that we said we would delete/retain for only X purposes or time period.

We are now out of compliance (not just sloppy).

Meh, so we're out of compliance what's the big deal?

- GDPR fines for data privacy compliance violations
  - Meta - €1.2 billion ($1.3 billion)
  - Amazon - €746 million ($781 million)
  - Instagram - €405 million ($427 million)
  - Facebook - €265 million ($275 million)
  - WhatsApp - €225 million ($247 million)
  - Google LLC - €90 million ($99 million)
  - H&M - €35 million ($41 million)
  - British Airways - €22 million ($26 million)
  - Marriott International - €20.4 million ($23.8 million)

Individual Data Privacy Rights, Generally

Right to:

Access

Rectification

Removal

Restriction

Portability

Opt-in

Emerging big topic:

Purpose

Defining purpose:

- Why did you collect this data?
- What will you use it for?
- And only that reason?
- When will you delete it?

Individual Data Privacy Rights, Generally

Right to:

Access

Rectification

Removal

Restriction

Portability

Opt-in

Emerging big topic:

Purpose

= Data Minimization

Data minimization requirements are standard fare in data privacy regulations

Current Laws:

- GDPR: any personal data collected (held) must be “adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.”
- CPRA: business and organizations “shall not retain a consumer’s personal information or sensitive personal information . . . for longer than is reasonably necessary”

Still Pending:

- Data Care Act: “duty of confidentiality” and “duty of loyalty” that restrict disclosure or sale of personal data, particularly those that benefit the seller “to the detriment of the end user.”
- Online Privacy Act: “requirements for covered entities, including data minimization”

Is it Privacy?

Is it RM/IG?

Organization's data ~~privacy~~ responsibilities

DATA PRIVACY	RECORDS MANAGEMENT
What sensitive data do we have?	What information do we have?
Where is sensitive data located?	Where is our data located?
Who has access to sensitive data?	Who has access to what data?
Are we handling sensitive data correctly?	Are we handling our corporate data correctly?
What sensitive data is accessible that shouldn't be?	What corporate data is accessible that shouldn't be?
Can I produce the relevant information when a DSAR request is made?	Can I produce the relevant information when a request is made?

ROT & Retention Classification Tags

ROT YES/NO

Simple umbrella classification Yes/No Summary of ROT Detail

ROT DETAIL

- Redundant: Identical Dupe
- Obsolete: File Extension, Past Retention, Temporary, Draft
- Trivial: Auto-Reply, Low Business Value, Non-Record, Code or Executable, Thumbnail, Logo, File Path, File Type, Logo

DUPLICATE TYPE

- Identical (Hash) Duplicate
- 99% (Functional) Duplicate
- 75-98% (Near) Duplicate
- Unique

EXPIRATION DATE

- Calculated from Date Hierarchy (differs by Records Type)
- Creation Date, Hire/Start Date, Termination Date,
- Often triggered by events

RECORD CLASS

- Based on Document Type, Source, Custodian/Author, Jurisdiction, Keywords, Personal Data/Sensitivity

RETENTION PERIOD

- Direct inherit from Record Class (Rules)

EXPIRATION HANDLING

- Automatic Deletion
- Approval Required for Deletion
- Quarantine
- Permanent Record

Data Privacy Classification Tags

PERSONAL DATA YES/NO

Simple umbrella classification Yes/No
Summary of PD Detail

DOCUMENT TYPE

- Contract, Correspondence, Graphic, Financial, Transactional, etc.
- Record ID & Record Class
- Attachments and related files
- Source location
- Record holder or custodian

PERSONAL DATA TYPE

- PII, PHI, PCI
- SSN, DOB, Personal Address or Phone number
- Financial, CC, bank account info
- MRN, medical data, diagnoses, reports

EMPLOYEE INFORMATION

- Employee Name, Employee #
- Hire/Start Date, Termination Date,
- Compensation information

SENSITIVITY

- Highly Confidential, Confidential, Private, Public

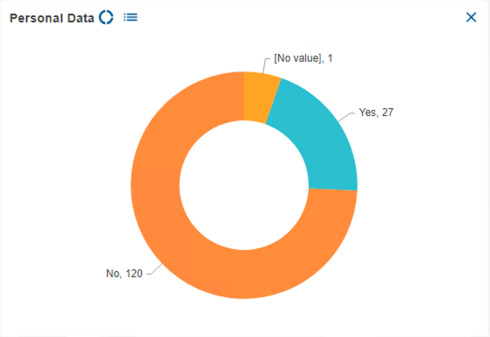
RETENTION PERIOD

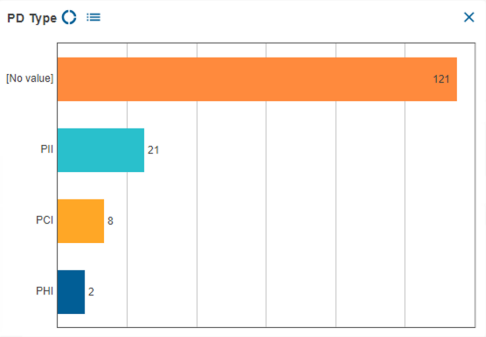
- Direct inherit from Record Class (Rules)

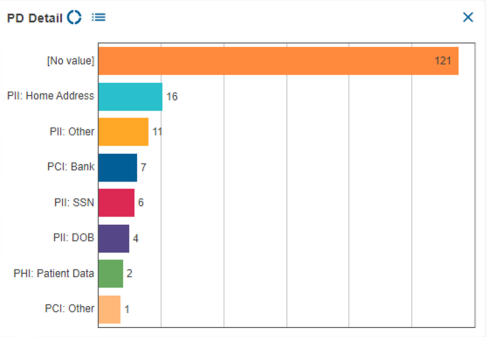
EXPIRATION HANDLING

- Automatic Deletion
- Approval Required for Deletion
- Quarantine
- Permanent Record

Personal data: know where it is & what it is







Does this file contain Personal Data?

- Yes
- No

If so, what type?

- PII
- PHI
- PCI

If so, why is it what it is?

- Redundant = identical duplicate
- Trivial = a non-record
- Obsolete = past retention

DSARs:
Data Subject
Access Requests

DSAR request

Access

Rectification

Removal

Restriction

Portability

Opt-in

Purpose

DSAR request

Privacy and Records must co-exist

How do DSARs effect (interfere with) RIM/IG?

- DSARs can mess up normal retention/disposition timing
- They supersede ROT removal and other time vs. value calculations?

Who wins?

a potential boardroom brawl

- Records Retention
- Legal Hold
- DSAR

Resolution Outcomes

are different in different jurisdictions

- Notably EU vs. US
- Setting up a lot of "it depends"

So how do you do it?

Enter: AutoClassification

How can tools like AutoClassification help establish, manage and maintain the principles of data privacy?

AutoClassification tools can play a significant role in establishing, managing, and maintaining the principles of data privacy within an organization. These tools use automated processes, machine learning, and predefined rules to categorize and classify data based on its content, context, and relevance.

Identification of Sensitive Data

Data Classification

Data Retention Policies

Access Control & Permissions

Data Minimization in Backup & Archives

Data Discovery & Mapping

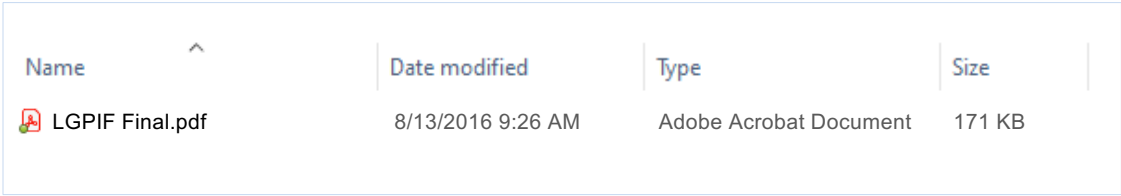
Compliance with Privacy Regulations

Data Incident Response

Policy Enforcement

Regular Auditing & Monitoring

AutoClassifying Documents Goes From This..



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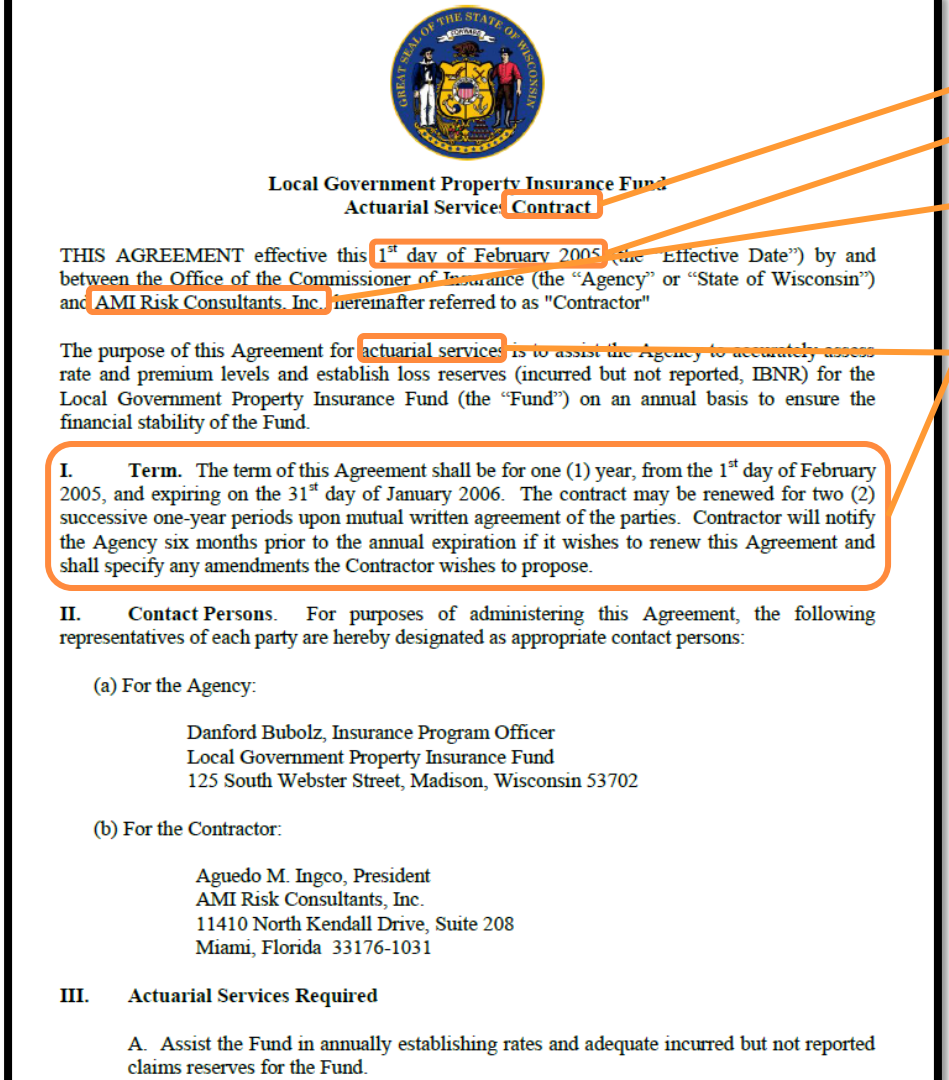
To This..



Local Government Property Insurance Fund
Actuarial Services Contract

THIS AGREEMENT effective this 1st day of February 2005 (the "Effective Date") by and between the Office of the Commissioner of Insurance (the "Agency" or "State of Wisconsin") and AMI Risk Consultants, Inc. hereinafter referred to as "Contractor"

The purpose of this Agreement for actuarial services is to assist the Agency to accurately assess rate and premium levels and establish loss reserves (incurred but not reported, IBNR) for the Local Government Property Insurance Fund (the "Fund") on an annual basis to ensure the financial stability of the Fund.

I. Term. The term of this Agreement shall be for one (1) year, from the 1st day of February 2005, and expiring on the 31st day of January 2006. The contract may be renewed for two (2) successive one-year periods upon mutual written agreement of the parties. Contractor will notify the Agency six months prior to the annual expiration if it wishes to renew this Agreement and shall specify any amendments the Contractor wishes to propose.

II. Contact Persons. For purposes of administering this Agreement, the following representatives of each party are hereby designated as appropriate contact persons:

(a) For the Agency:

Danford Bubolz, Insurance Program Officer
Local Government Property Insurance Fund
125 South Webster Street, Madison, Wisconsin 53702

(b) For the Contractor:

Aguedo M. Ingco, President
AMI Risk Consultants, Inc.
11410 North Kendall Drive, Suite 208
Miami, Florida 33176-1031

III. Actuarial Services Required

A. Assist the Fund in annually establishing rates and adequate incurred but not reported claims reserves for the Fund.

DocType = Contract

Effective Date = 2/1/2005

Party Two = AMI Risk Consultants, Inc.

Term = 1 year
Renewals = two 1 year terms

Keywords = Actuarial Services

Elsewhere: exhibits, amendments, signatories, jurisdiction, cover page, etc.

RecordType = Contract

RecordClass = AP/AR Contract

Retention = Expiration + 5Y

Handling = Delete after authorization

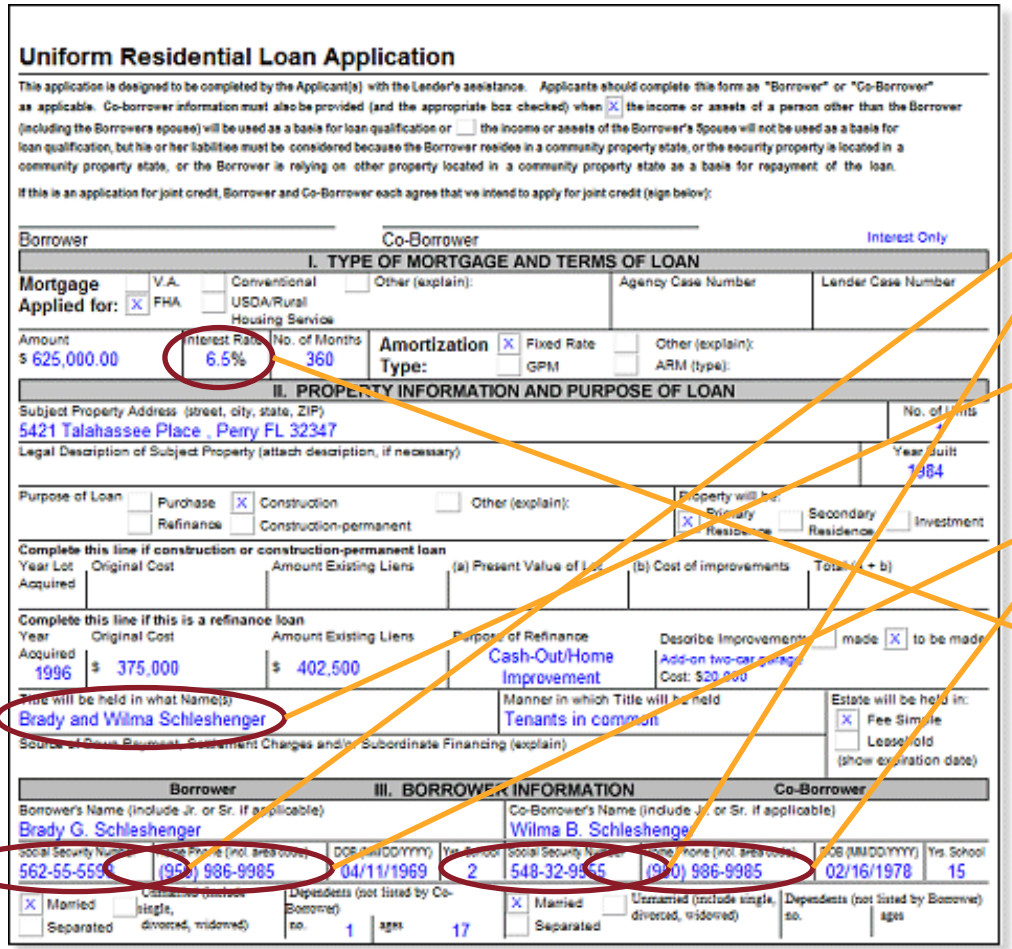
Sensitivity = Confidential (protection/redaction based on user access class)

Retain or Delete?

To This..

BlackCat
144 Documents
Search
First Look
Charts
Source
ERM System, 1
Customer Service, 2
BlackCat, 2
Sharp, 2
Exchange Email, 5
Legal, 6
Procurement, 7
Finance, 10
Human Resources, 11
Mktg L Drive, 96
Document Type
Court Document, 3
Check, 3
Personal Information, 4
Misdocument, 4
Report, 5
Email, 5
Form, 7
Purchase Document, 9
Financial, 9
Publication, 81
Language
Spanish, 1
German, 1
French, 1
Chinese, 2
[No value], 65
English, 74
PD Type
[No value]
PII
PCI
PHI
PD Detail
[No value]
PII: Home Address
PII: Other
PCI: Bank
PII: SSN
PII: DOB
PCI: Other
PHI: Patient Data
Geographic
Domestic
International
[No value]
N/A
Expiration Date
[No value]
2010s
2020s
2030s
Illicit Activity
[No value]
Counterfeit
Smuggling
Terrorism and Trade
Plain Packaging
E-Cigarettes
Interdiction
Illegal Import
Native American Manufacturing
Stolen Products
Custodian
Tatosian, Elise
Lupien, Aniela
Serkies, Sandy
[No value]
Nelson, Jennifer
Records
First Look
List View
Analytics
Actions
Selection Sets
Process Queue
More
Administration
Help

Auto Classifying a Contract (PII)



Uniform Residential Loan Application

This application is designed to be completed by the Applicant(s) with the Lender's assistance. Applicants should complete this form as "Borrower" or "Co-Borrower" as applicable. Co-borrower information must also be provided (and the appropriate box checked) when [X] the income or assets of a person other than the Borrower (including the Borrower's spouse) will be used as a basis for loan qualification or [ ] the income or assets of the Borrower's Spouse will not be used as a basis for loan qualification, but his or her liabilities must be considered because the Borrower resides in a community property state, or the security property is located in a community property state, or the Borrower is relying on other property located in a community property state as a basis for repayment of the loan.

If this is an application for joint credit, Borrower and Co-Borrower each agree that we intend to apply for joint credit (sign below):

Borrower | Co-Borrower

Interest Only

I. TYPE OF MORTGAGE AND TERMS OF LOAN

Mortgage Applied for: [ ] V.A. [X] FHA [ ] Conventional [ ] USDA/Rural Housing Service [ ] Other (explain):

Agency Case Number | Lender Case Number

Amount: $ 625,000.00 | Interest Rate: 6.5% | No. of Months: 360

Amortization Type: [X] Fixed Rate [ ] GPM [ ] Other (explain): [ ] ARM (type):

II. PROPERTY INFORMATION AND PURPOSE OF LOAN

Subject Property Address (street, city, state, ZIP): 5421 Talahassee Place , Perry FL 32347

No. of Units: 1

Legal Description of Subject Property (attach description, if necessary)

Year Built: 1984

Purpose of Loan: [ ] Purchase [X] Construction [ ] Other (explain): [ ] Refinance [ ] Construction-permanent

Property will be: [X] Primary Residence [ ] Secondary Residence [ ] Investment

Complete this line if construction or construction-permanent loan

Year Lot Acquired | Original Cost | Amount Existing Liens | (a) Present Value of Lot | (b) Cost of Improvements | Total (a + b)

Complete this line if this is a refinance loan

Year Acquired: 1996 | Original Cost: $ 375,000 | Amount Existing Liens: $ 402,500 | Purpose of Refinance: Cash-Out/Home Improvement | Describe Improvements: [ ] made [X] to be made: Add-on two-car garage Cost: $20,000

Title will be held in what Name(s): Brady and Wilma Schleshenger

Manner in which Title will be held: Tenants in common

Estate will be held in: [X] Fee Simple [ ] Leasehold (show expiration date)

Source of Down Payment, Settlement Charges and/or Subordinate Financing (explain)

III. BORROWER INFORMATION

Borrower	Co-Borrower
Borrower's Name (include Jr. or Sr. if applicable): Brady G. Schleshenger	Co-Borrower's Name (include Jr. or Sr. if applicable): Wilma B. Schleshenger
Social Security Number: 562-55-5595	Social Security Number: 548-32-9955
Home Phone (incl. area code): (950) 986-9985	Home Phone (incl. area code): (950) 986-9985
DOB (MM/DD/YYYY): 04/11/1969	DOB (MM/DD/YYYY): 02/16/1978
Yrs. School: 2	Yrs. School: 15
[X] Married [ ] Separated [ ] Unmarried (include single, divorced, widowed)	[X] Married [ ] Separated [ ] Unmarried (include single, divorced, widowed)
Dependents (not listed by Co-Borrower): no. 1 ages 17	Dependents (not listed by Borrower): no. ages

Clear PII: SSN

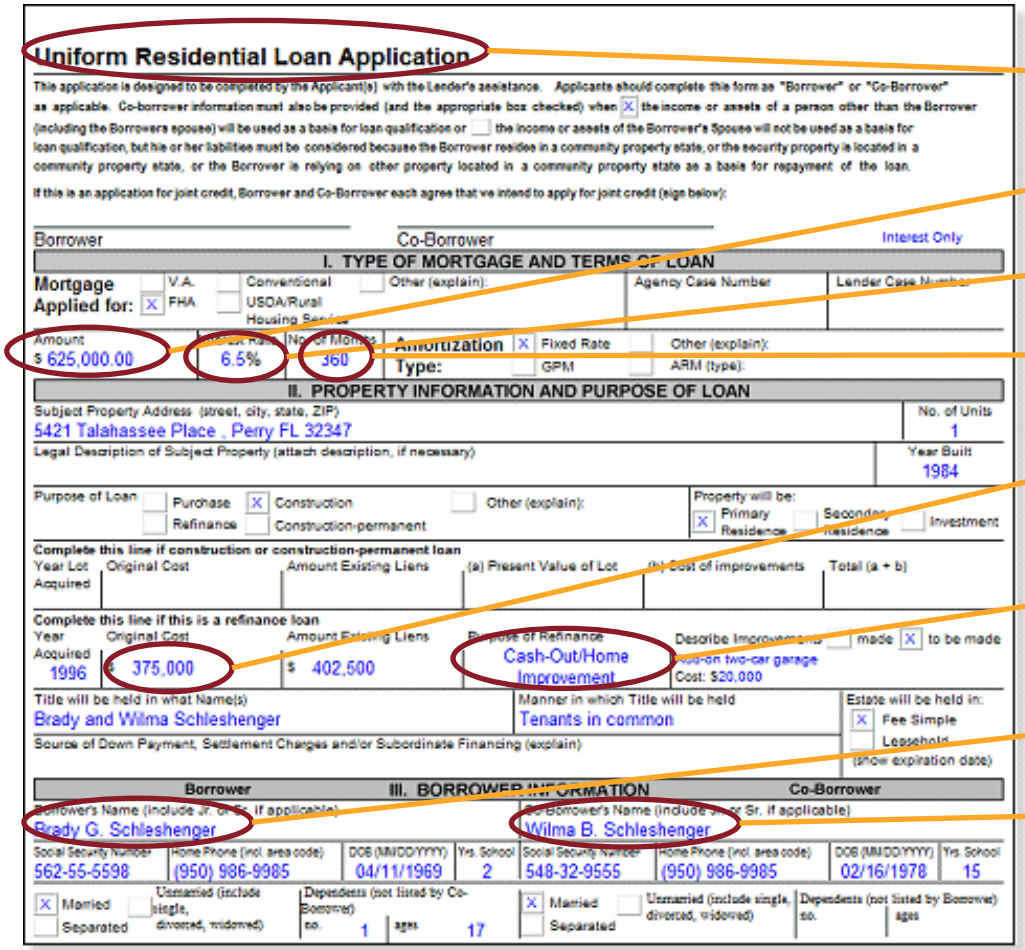
Likely PII: ("warning sign")

Clear PII: Home Phone Number

Not PII: Interest Rate

- Implied classification: Active PII, needs protection & redaction

Auto Classifying a Contract (details)



Uniform Residential Loan Application

This application is designed to be completed by the Applicant(s) with the Lender's assistance. Applicants should complete this form as "Borrower" or "Co-Borrower" as applicable. Co-borrower information must also be provided (and the appropriate box checked) when [X] the income or assets of a person other than the Borrower (including the Borrowers spouse) will be used as a basis for loan qualification or [ ] the income or assets of the Borrower's Spouse will not be used as a basis for loan qualification, but his or her liabilities must be considered because the Borrower resides in a community property state, or the security property is located in a community property state, or the Borrower is relying on other property located in a community property state as a basis for repayment of the loan.

If this is an application for joint credit, Borrower and Co-Borrower each agree that we intend to apply for joint credit (sign below):

Borrower | Co-Borrower

Interest Only

I. TYPE OF MORTGAGE AND TERMS OF LOAN

Mortgage Applied for: [ ] V.A. [X] FHA [ ] Conventional [ ] USDA/Rural Housing Service [ ] Other (explain):

Agency Case Number | Lender Case Number

Amount	Interest Rate	No. of Months	Amortization Type:
$ 625,000.00	6.5%	360	[X] Fixed Rate [ ] GPM [ ] Other (explain): [ ] ARM (type):

II. PROPERTY INFORMATION AND PURPOSE OF LOAN

Subject Property Address (street, city, state, ZIP): 5421 Talahassee Place , Perry FL 32347 | No. of Units: 1

Legal Description of Subject Property (attach description, if necessary) | Year Built: 1984

Purpose of Loan: [ ] Purchase [X] Construction [ ] Other (explain): [ ] Refinance [ ] Construction-permanent

Property will be: [X] Primary Residence [ ] Secondary Residence [ ] Investment

Complete this line if construction or construction-permanent loan

Year Lot Acquired	Original Cost	Amount Existing Liens	(a) Present Value of Lot	(b) Cost of Improvements	Total (a + b)

Complete this line if this is a refinance loan

Year Acquired	Original Cost	Amount Existing Liens	Purpose of Refinance	Describe Improvements [ ] made [X] to be made
1996	$ 375,000	$ 402,500	Cash-Out/Home Improvement	two-on two-car garage Cost: $20,000

Title will be held in what Name(s): Brady and Wilma Schleshenger

Manner in which Title will be held: Tenants in common

Estate will be held in: [X] Fee Simple [ ] Leasehold (show expiration date)

Source of Down Payment, Settlement Charges and/or Subordinate Financing (explain)

III. BORROWER INFORMATION

Borrower	Co-Borrower
Borrower's Name (include Jr. or Sr. if applicable): Brady G. Schleshenger	Co-Borrower's Name (include Jr. or Sr. if applicable): Wilma B. Schleshenger
Social Security Number: 562-55-5598	Social Security Number: 548-32-9555
Home Phone (incl. area code): (950) 986-9985	Home Phone (incl. area code): (950) 986-9985
DOB (MM/DD/YYYY): 04/11/1969	DOB (MM/DD/YYYY): 02/16/1978
Yrs. School: 2	Yrs. School: 15
[X] Married [ ] Separated	[X] Married [ ] Separated
[ ] Unmarried (include single, divorced, widowed)	[ ] Unmarried (include single, divorced, widowed)
Dependents (not listed by Co-Borrower): no. 1 ages 17	Dependents (not listed by Borrower): no. ages

DocType: URL Application

Amount: $625,000

Interest Rate: 6.5%

# of Months: 360

Original Cost: $375,000

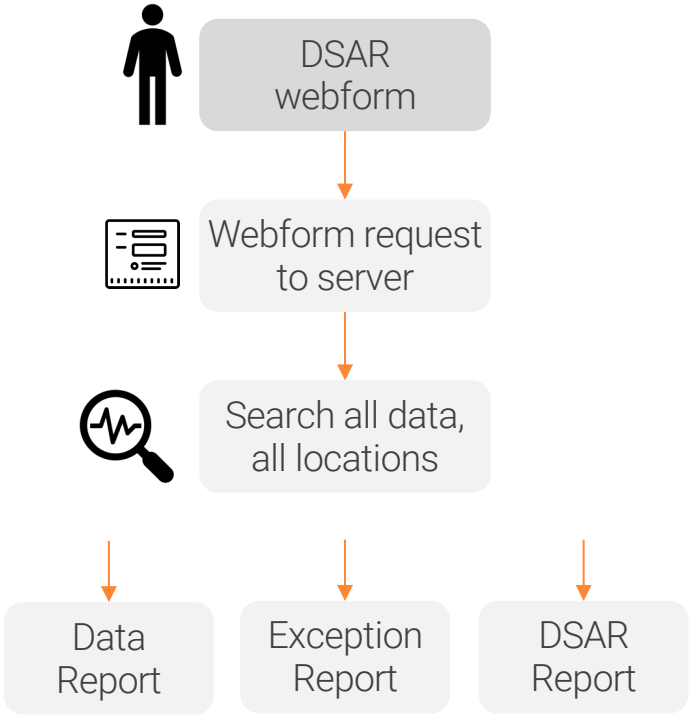
Purpose of Refinancing: Home Improvement

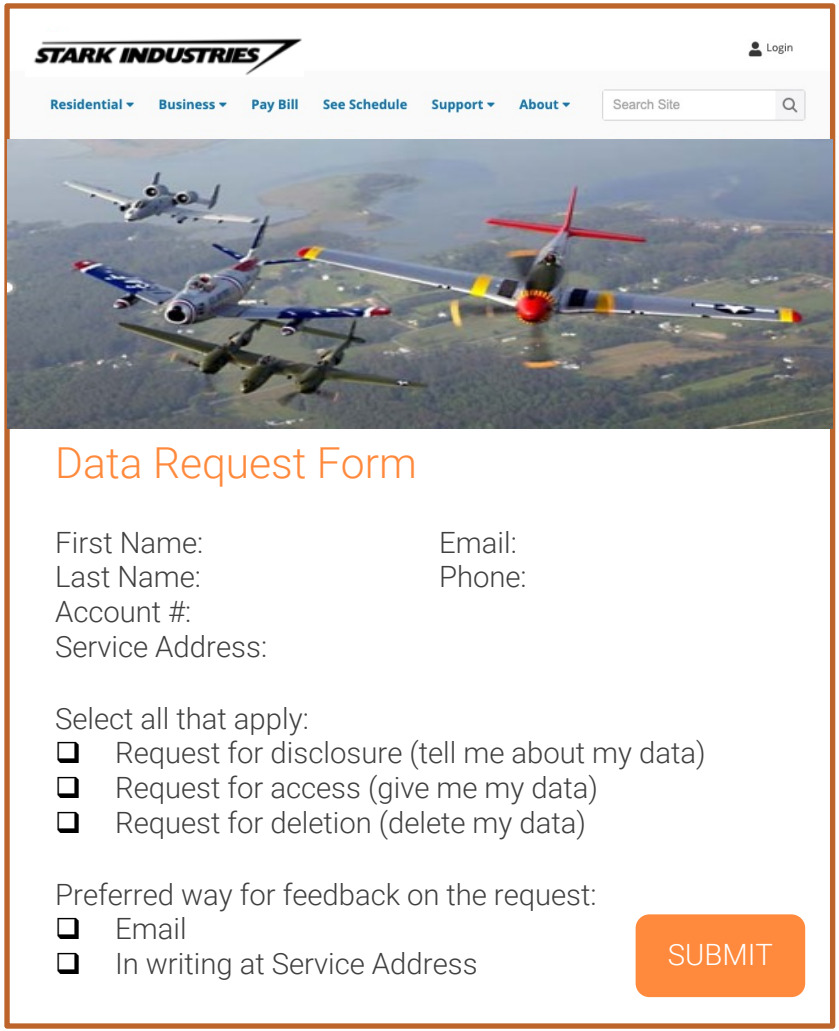
Applicant 1

Applicant 2

- Field extraction: search, sort, report

DSAR Request Workflow

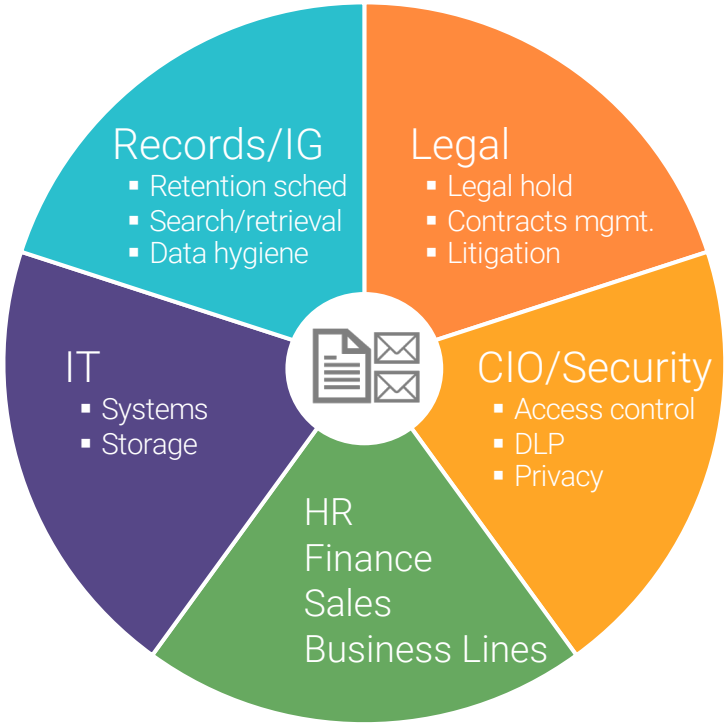




Where & How to Start:

How to get your org on board

Who will you need to get on board?

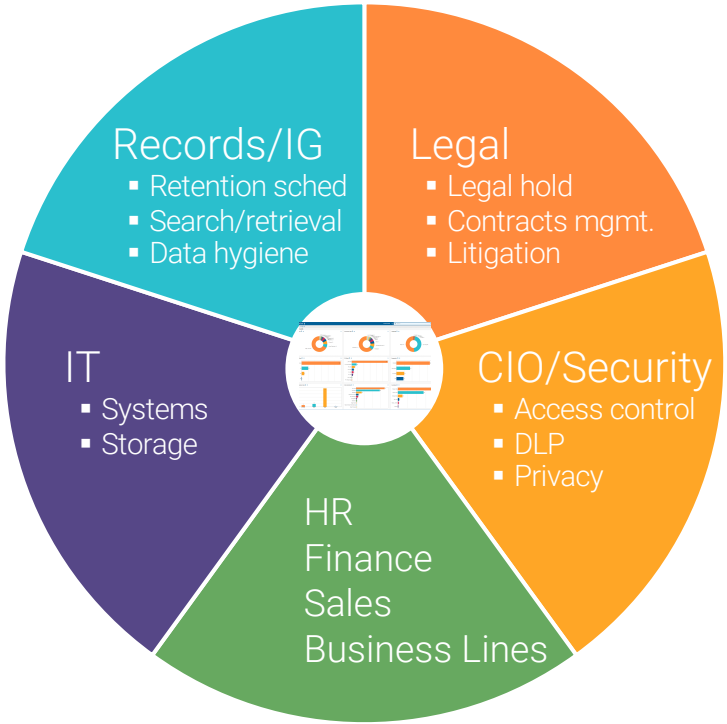


Every piece of content created has different value to each group

- ✓ Who owns the content?
- ✓ Whose goal is most important?
- ✓ What poses the greatest risk?
- ✓ Who owns the budget?

Common Goal:
each group needs to be compliant with their mandate

Shared content, Shared goals



Content management and data privacy within your organization is ***everyone's*** issue

- ✓ Organization and control are for the greater good
- ✓ Should be a shared resource
- ✓ Shared responsibility, shared cost

Common Goal:
centralized management with distributed benefits

How to stand up a data privacy program in 10 “easy” steps

What you’ll need:

1. An understanding of the regulations and legal basis for your requirements
2. Policies documenting how you will operate and comply
3. Executive support to implement, maintain and enhance these programs
4. Appropriate tools to execute and ensure compliance
5. Ongoing diligence and management

What you’ll get:

1. Data inventory (aka discovery, mapping)
2. Establish tagging/retention criteria
3. Baseline tagging & disposition
4. Remove low hanging fruit (ROT, dupes, past retention, etc.)
5. Implement automated retention that is data privacy-aware (ensures data minimization)

Recommendations: How and where to start

Pilot Use Case

Start with a compelling use case

- Quick and easy that will prove ROI quickly
- Highest risk?
- Prove ROI

Look Forward

Always have an eye on future use cases

- What do you need for this application or use case?
- What will you need for future use cases?

Measure Results

Benchmark results and accuracy of pilot

- Accuracy of results?
- Increase guidance or seek SME?
- What reporting was useful? What else is needed?

Build on Success

Build business case on pilot alone then expand

- Prove ROI functioning system
- Where to next?
- Additional use cases running on same platform

Spread the Word

Sharing is caring, expand internally

- Host internal showcases for mgmt & other departments
- Design pilots that highlight important content, results or exposure points

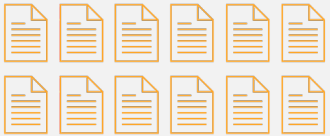
Cool. How long's that going to take?

Complexity

Of your data environment: cloud, on-prem, structured, unstructured data environments

Goals & Requirements

Input from stakeholders for enterprise-wide approach to data governance.



Amount of Data

Smaller organizations with less data will be faster to process than large enterprise.

Weeks

Months

Phased Implementation

Planning

Prioritize data environments, align stakeholders, set KPIs

Proof of Concept

Limited data set to benchmark and forecast scope/scale

Implementation

Implement scale to process all enterprise content

Delta Monitoring

Continuously look for and process new & edited content

Weeks

Months

Valora Technologies

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Book a Demo

Webinar Series

/valora-technologies

Q&A

Thank you

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