

# Data Governance Committee (DGC) Meeting Notes

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**date 5/17/2018**

Phone; 10:30am to 12:00pm

\*Highlighted = attended

## **Co-chairs**

\*Susan Maxwell

Clark College

\*Carmen McKenzie

SBCTC

## **Business Affairs Commission (BAC)**

Davina Fogg

Walla Walla

Linda Schoonmaker

Big Bend Community College

## **Human Resources & Management Commission (HRMC)**

\*Holly Gorski

Pierce College

Kirk Walker

Clover Park Technical College

## **Information Technology Commission (ITC)**

\*Brandon Ray

Lower Columbia College

\*Eva Smith

Edmonds Community College

## **Instruction Commission (IC)**

John Martens

Centralia College

Tod Treat

Tacoma

## **Public Information Commission (PIC)**

Katie Rose

SBCTC

Janelle Runyon

SBCTC

## **Research and Planning Commission (RPC)**

Joe Duggan

Edmonds Community College

\*Katie Marks

Peninsula

## **Student Services Commission (WSSSC)**

Scott Latiolais

Clover Park

Ruby Hayden

Lake Washington Institute of Technology

## Next Meeting:

June 14, 2018 at 10:30am

This meeting will be WebX. As you sign in it may help others if you put your commission in parentheses so everyone knows which commission we represent. Once you enter your name and email you can enter your phone number and then you receive a phone call (instead of you having to dial in). If you are not at a computer there is a number to call in.

## Meeting Notes:

Agenda:

- Review of General Data Protection Regulation (GDPR) - Brandon
- Using Data Governance to Protect Sensitive Data
- Update on Communities of Practice for local data governance

Notes:

- Update on Communities of Practice for local data governance

Brandon asked about the data governance template. It is located on the Data Governance College Resources page. <https://www.sbctc.edu/colleges-staff/commissions-councils/dgc/college-resources.aspx>

Carmen discussed the listserv that she will be starting up soon. Information can be shared out via the listserv, and then we will have a COP starting in late summer or fall. This will be a place for those who are involved or interested in data governance to have discussions via WebEx.

Listserv by 5/25 – need welcome email, announce COP and kick off in Summer/Fall. Jo will work with Eva and Susan on the COP.

- New member Kirk Walker, replacing Marshal Sampson
- FERPA workgroup meeting tomorrow
- Summer – let's schedule sessions and see who can attend. We could always record and people listen later.
- Review of General Data Protection Regulation (GDPR) - Brandon Ray, Lower Columbia College

GDPR Overview document

<https://docs.google.com/document/d/1P6-1ZStlJTdEclU99qcTBUaYFiTldhARh42rqpl3Npg/edit?usp=sharing>

- High risk, low probability event.
- Effects all residents of EU, but only while they live in EU. If they move to US for school they are no longer covered. Covers anyone (whether they are an EU citizen or just a resident) within the borders of the EU at the time of processing

of their personal data (however, they can also be anyone and anywhere in the context of EU established Data Controllers and Data Processors).

- At this point this is information to be aware of and think about for business processes. A need for better privacy protection. EU approach is data is protected and people need to opt in.
- Does not apply to individuals or social media.
- Colleges: distance education to people located in EU.
- There would need to be a data breach
- What are we collecting and why do we need this data?
- Withdraw consent and right to be forgotten.
- Access and review personal data and what it is used for.
- Need a process to notify people if data breach.

## Key Takeaways

- Only collect data that will be used; don't collect data for the sake of collecting data.
- Develop standards and processes to treat all students the same; don't treat EU students differently.
- Processes should include: Disclosure, Consent, Withdrawn Consent, Access to Personal Data, Data Security, Risk Mitigation, and Breach Notification
  
- Using Data Governance to Protect Sensitive Data
  - Listened to a Bob Seiner webinar
    - Data classification (the act of putting data into a category) and data handling rules (the way data should be controlled according to its classification).
      - Documentation should have rules about handling, who can access
    - **Sample** categories [note: not a match to WA OCIO]
      - Explicate access required – contractually agreed to protect from exposure, significant risk. Legal actions/pending litigation
      - Highly sensitive – medical or bank data
      - Sensitive –
      - Internal use only – not to share outside
      - Public – safe to post, available through reports
    - Roles - How, who, when and what
      - How to transmit, how to display, printed
      - Who can handle the data, who grants permission
      - Formal process for sharing the data handling rules with the people who we are giving the data to
      - When data is made available, access granted and removed
      - What data can be shared – based on classifications
      - Roles
        - Executive - EC
        - Strategic – Data Governance Committee
        - Tactical – Data Domain Stewards, define the rules
        - Operational – Data Stewards, follow the rules
        - Support – follow-up to ensure compliance

- Data sharing
  - Mark the data so people know what rules apply
  - Rules for who data can be shared with (and informed about rules)
  - How the data is actually shared
- Incremental implementation
  - Focus on one area
  - Learn from your mistakes
  - Over communicate the rules
  - Relate governance effort to continuous improvement
- Measuring protection
  - Measure the completion of steps needed
  - Education of groups
  - Communication plans

FYI. Here are Washington State's Data Privacy Classifications:

[https://nces.ed.gov/programs/slds/pdf/Privacy\\_Classifications\\_for\\_Washingtons\\_Data\\_May2015.pdf](https://nces.ed.gov/programs/slds/pdf/Privacy_Classifications_for_Washingtons_Data_May2015.pdf)

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**Data Governors to do:**

Carmen start listserve by Friday.

Send listserve information to people at colleges and council/commissions