



## Key Considerations for Information Technology Governance

# What is IT Governance?

- “Big Picture” approach to information and data management
- Sets priorities:
  - Managing performance
  - Delivering value
  - Managing risk
  - Ensuring compliance
- Sets direction for policies and procedures

# What is IT Governance (continued)

- Governance = planning the framework for what is to be achieved (objectives)
- Management = directing how objectives will be achieved
- Operations = achieving the objectives by doing the work

# Why is IT Governance Needed?

- Business needs should drive technology choices
- Information and reputation drive a business' value
- Risks and threats to information and data are real, and protection of information and data security is not just a technical task for IT personnel
- Security breaches could significantly impact business
- Reputational damage should not be underestimated

# Benefits of Proactive Governance

- Ensures privacy, confidentiality and security
- Produces timely and accurate data through regular audits and consistent standards and streamlined processes
- Improved data usability through monitoring data for consistency with organizational vision and stakeholder needs
- Increased data security through implementation and application of security plan

# Benefits of Proactive Governance

- Reduce risk of information loss and interruption of operations
- Increased business value
- Optimization of resources
- Mitigation of risk of civil and legal liability

# Goals of IT Governance

- Identify strategic objectives
- Provide direction to align IT use with business strategy
- Create a system to oversee the use of information and related technology

# Governance Program Components

- Policies and Standards
  - What are the “rules of engagement”?
- Organizational bodies and individuals
- Process



# Policies and Standards

- Mission/vision
- Goals and objectives
- Data rules
- Decision rights
- Responsibilities
- Security controls for risk management

# Organizational bodies and individuals

- Who is responsible for ensuring that the governance program is implemented efficiently and effectively?
- Identify all relevant stakeholders

# Process

- Identify and document all processes required for implementing, managing, and modifying a data governance program
- Proactive, ongoing, reactive processes
- Address all foreseen data governance activities and describe specific methods for managing data
  - E.g., setting standards prior to data collection, ongoing program maintenance, modifications to security policies after a data breach

# Data Governance Program Implementation

- Create a data governance team
- Define data governance policies and procedures
- Deploy the data governance program
- Monitor and report program progress

# Governance Focus Areas

- Defining decision making authority, roles and responsibilities
- Data security and risk management
  - Establish a security management plan to mitigate risks
  - Specify rules for work related and personal use of computer and data systems
  - Assess data risks to identify vulnerabilities
  - Identify procedures for handling data security breaches
  - Train staff to ensure compliance with policies and procedures

# Governance Focus Areas

- Data inventorying and data content management
- Data records management and data access
- Data quality
- Data sharing and reporting

# Questions?

Jennifer Puplava  
(616) 632-8050  
jpuplava@mmbjlaw.com

Copyright 2015, Jennifer A. Puplava, Mika Meyers Beckett & Jones PLC. This presentation is to assist in a general understanding of the legal issues involved, and is not intended as legal advice. Persons with particular questions should seek the advice of counsel.