

Data Lifecycle Quick Reference Map

<u>Phase</u>	<u>Question</u>	<u>Best Practice</u>
Collection	What data are you collecting? Why are you collecting that data?	Only collect data needed for demonstrated business cases Practice "The Five Whys"
Storage	Where is the data stored?	Limit number of data storage areas Limit storage of PII in both local and vendor systems
Access	Who has access to the data?	Limit physical and electronic access to PII data Audit vendor security and privacy practices
Reporting	What data is published to staff and the public?	Aggregate and control access to data data through dashboards, database views, and other data visualization and reporting tools
Retention	How long is the data kept?	Follow local, state, and federal retention regulations Don't forget about backups and logs
Deletion	What data is deleted and how?	Properly dispose of physical and electronic media that contained PII

References and Further Reading

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