

ITDM-0.4 DATA MANAGEMENT POLICY

Responsible Business Unit: IT
Affected Business Unit: All
Created by: Chris Pofahl

Creation Date: 2/25/17
Effective Date: [Effective Date]
Expiration Date: [Expiration Date]

Introduction

Data Management governs the lifecycle of data. The lifecycle of data includes creation, storage, retention, archiving, and retirement. Data Management controlled progression of data to and from each stage within its lifecycle.

Definitions

- a. **Retention:** The continued storage of data for compliance or business reasons.
- b. **Archiving:** The process of moving data that is no longer actively used to a separate storage device for long-term retention.
- c. **Retire:** The elimination of data that has met retention requirements and has outlived its usefulness.

Purpose

Information maintained by the City of Waukesha is a vital asset that will be available to all employees and citizens who have a legitimate need for it, consistent with the city's responsibility to preserve and protect such information by all appropriate means. The City of Waukesha has various data retention and archiving requirements to meet statutory compliance and provides core city services for which access to data is essential. In the event the City of Waukesha becomes involved in litigation or experiences a business continuity or disaster recovery related event, data accessibility is essential. To provide access to original data to protect the City of Waukesha's interests or those of our employees and citizens, data must be stored, secured, retained, and archived appropriately and be available for retrieval.

Scope

1. Policy Justification

- a. This policy related document insures the integrity, availability, and security of the City of Waukesha Wisconsin's digital assets.

2. Affected Staff

- a. All City departments, offices, divisions, and agencies

- b. All represented and non-represented employees, contractors, and temporary workers
- 3. Significantly Related Documents and Policies**
 - a. ITBK-SOP 0.1 Data Backup Procedure
 - b. ITDA-SOP 0.1 Data Archiving Procedure
- 4. Policy Maintenance**
 - a. Review this policy annually by Information Technology Board
- 5. Policy Statement**
 - a. Data or services that provide access must be stored or run on the City's servers.
 - b. Data or services that provide access to data may not be stored or run on local workstations.
 - c. Approved "cloud" services, SaaS, IaaS, and any other hosted solution will be considered an extension of the City's network.
 - d. Sensitive information should be stored on removable media only when required in the performance of your assigned duties.
 - e. When sensitive information is stored on removable media, it must be encrypted.
 - f. All data must be backed up, retained, archived in accordance with Wis. Stat. § 19.31.
 - g. Personal data may not be stored on the network.
- 6. Standards Supporting this Policy**
 - a. ITIL
- 7. Enforcement**
 - a. Process Violation – See City of Waukesha HR Policy *B20 - Software Usage and Standardization* approved this 2nd day of February 2010.
 - b. Wis. Stat. § 19.31
 - c. Criminal Justice Information Services (CJIS) Security Policy
 - d. Additionally, see related regulation enforcements (governance, security, regulatory, HIPAA, SOX, ITIL, ISO, COBIT, Homeland Security, State of Wisconsin, Federal Government, etc.) as applicable.
- 8. Procedures Enforcing this Policy**
 - a. ITBK-SOP 0.1 Data Backup Procedure
 - b. ITDA-SOP 0.1 Data Archiving Procedure

ITDM-0.4 DATA MANAGEMENT POLICY Approval

The Person(s) listed below approve this ITDM-0.4 DATA MANAGEMENT POLICY for IT use on the date specified.

Approver Name

[Approved by]

Approved On

[Approved]