

FACT SHEET

Developing Enterprise Data Maps

Understanding Information Governance
Enterprise Data Map Development

HAYSTACK™

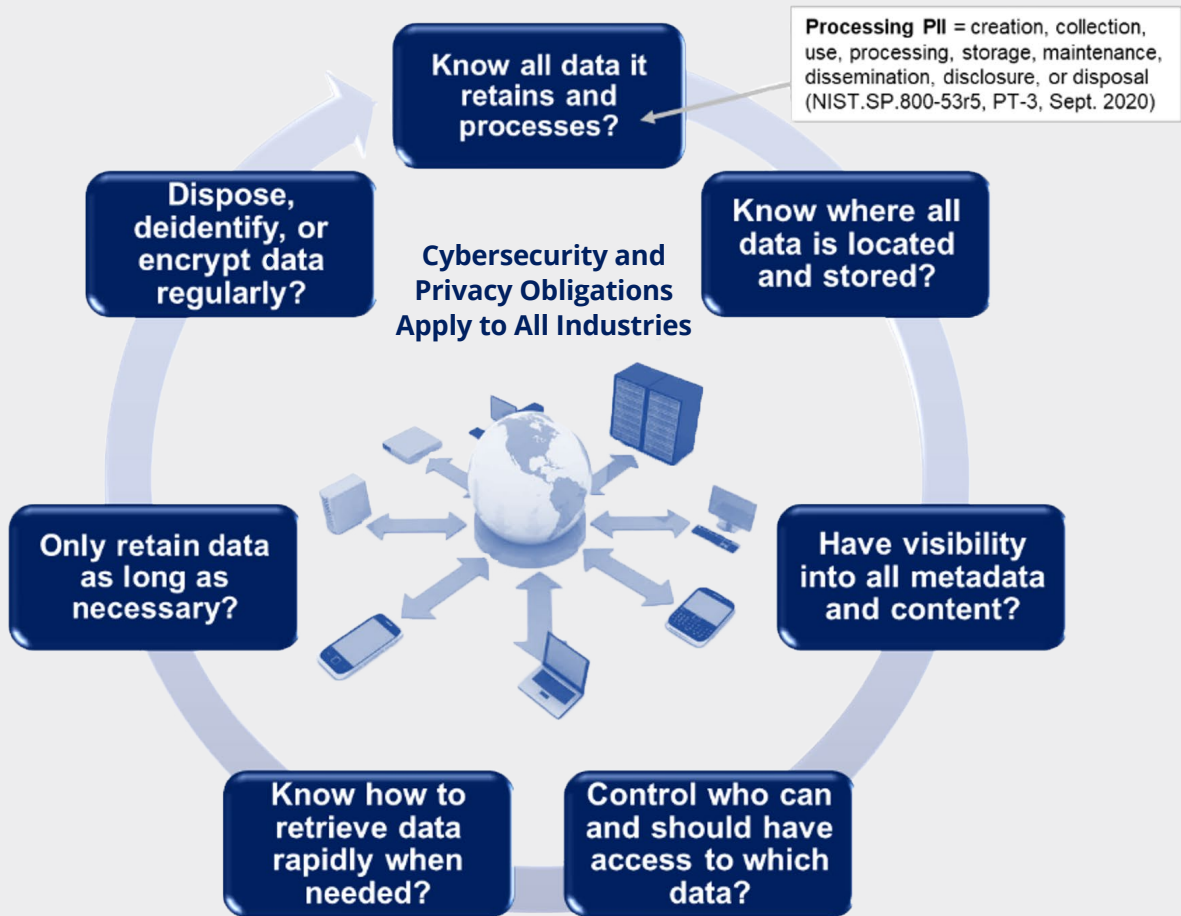


Confronting Data Reality

To perform critical business tasks, enterprise organizations depend on and interact with various data sources from stores, repositories, and platforms, including laptop/desktop workstations, file shares, databases, SaaS applications, and email. Identifying, classifying, inventorying, and remediating specific sensitive and critical data within these data sets will reduce overall enterprise risk. However, finding specific data with or without indexing petabytes of unstructured data across the entire corporate network introduces people, process, and technology issues for internal teams who may not have the time or technology resources to take on this challenge and responsibility.

Based on the accelerating growth of data residing within the enterprise, almost all organizations - regardless of size and revenue - have lost the ability to truly know what information they process and why they process it. They also struggle to understand where critical and sensitive data is located, what it contains, and who has and should have access to that data. Organizations are struggling to find the data they need in a time-sensitive fashion. They are also struggling to protect “crown jewel” data while attempting to better manage the rest of their “dark data” via disposition workflows.

Data Consideration Continuum



As noted in *NIST SP 800-39 - Managing Information Security Risk* (2011), organizations in the public and private sectors depend on technology-intensive *information systems* to successfully carry out their missions and business functions. Information systems include diverse entities ranging from high-end supercomputers and workstations to mobile devices and SaaS solutions. However, one thing all of these information systems have in common is that they are regularly subjected to *threats* that can adversely impact organizational operations, assets, individuals, as well as other organizations. By exploiting both known and unknown vulnerabilities, threat actors can compromise confidentiality, integrity, and availability of information being processed, stored, or transmitted by these important information systems.

Enterprise Data Mapping in Action

To meet regulatory and data privacy compliance obligations or increase the maturity level of your existing data management or governance program, an organization’s enterprise data maps must be accurate and up-to-date. A key motivation for creating a data map for electronically stored information (ESI) and for the creation of a data source catalog for that ESI is to provide a resource that helps counsel become familiar with an organization’s information systems and the data contained within those systems. The data mapping process also provides an effective resource that can help an organization better control and manage the broader risks and costs associated with information management.

Creating a data map and a corresponding data inventory for critical data (e.g., IP, Business Records, Legal Holds), sensitive data (e.g., PII, PHI, PCI), and ROT data (i.e., Redundant, Outdated, Trivial), enables numerous internal lines of business to work more efficiently, allows organizations to determine the sufficiency of meeting compliance obligations, and helps organizations simultaneously protect data most valuable to the organization and to the privacy of individuals.

<p>Unstructured Data: Consists of data that resides on devices that are in the direct control of a custodian or centrally located and managed by IT</p> <p>Examples:</p> <ul style="list-style-type: none">• Desktops/Laptops• PDA’s• Cell phones• Printers• Paper• CD/DVD• Thumb Drive• Microsoft O365• Network File Shares• E-mail Servers• Backup Tapes• Web Servers• Content Management Servers• Archives• Voice Mail• Video	<p>SaaS: Consists of data that resides in third-party hosted solutions</p> <p>Examples:</p> <ul style="list-style-type: none">• Microsoft Dynamics 365• Salesforce• ServiceNow• Workday
<p>Structured Data: Consists of data that resides in a structured table format and is often dynamic in nature</p> <p>Examples:</p> <ul style="list-style-type: none">• SQL On-Premises• Azure Data Lake• SAP ERP• Oracle Autonomous Data Warehouse	<p>Approved File Hosting Services or Shadow IT: Consists of enterprise departments or personnel conducting their own tech initiatives without the knowledge of the actual IT department or where the IT Security team is not part of the vetting/ approval process</p> <p>Examples:</p> <ul style="list-style-type: none">• Dropbox• Box• Google Drive• Microsoft OneDrive



In the data mapping and inventorying process, interviews with IT and business stakeholders are important and may yield relevant information related to various information systems and what they contain, including PII, PHI, and other determined critical or sensitive data. Information systems at issue may include unstructured data, O365, G Suite, shared network drives, SaaS applications, structured data, or other third-party software. From known data sources and legacy archives to non-sanctioned shadow IT systems, it is critically important that all sources be comprehended in data mapping and inventory processes.

Data Mapping with HaystackID

HaystackID experts, processes, and technologies can assist IT, Legal, Records Management, and Privacy teams with the complete range of data map development projects ranging from initial mapping to complex system inventory. Whether creating a US privacy-centric or EU privacy-centric data map or developing a master global enterprise data map, HaystackID data mapping projects contain three comprehensive phases. Those phases include:

- 1) Initiation, planning, and interviews;
- 2) Service delivery; and
- 3) Recommendations and strategic roadmap presentation.

During the Initiation Phase, we will introduce the project team and schedule work sessions with the client and any other key resources to understand the current state of client information governance and data privacy programs. We will review existing processes and supporting documentation and conduct interviews with key stakeholders. By partnering with HaystackID, clients will benefit from expert advice and state-of-the-art recommendations to enhance and improve current information governance and data privacy programs.

HaystackID will review and digest any relevant, existing policies, documentation, audits, or other artifacts (e.g., IT Security Policy, Data Privacy Policy, Org Chart, Network Diagrams), in preparation for either remote assessments or onsite interviews of key stakeholders. Answers to interview questions are collected in standardized templates for tracking responses. We work with multiple technologies to automate the interview and assessment process, depending on how your organization wants to approach this challenge. IT stakeholder responses enable an analysis of systems (e.g., Network File Share, SaaS, Azure Data Lake, SQL Databases, etc.). Business stakeholders provide valuable insight into records location parameters, PII data flow and location parameters, and existing records management and handling processes and procedures. Combined, IT and business stakeholder responses packaged by HaystackID experts yield a comprehensive and complete Enterprise Data Map.

Learn More. Today.

[Contact us today](#) to learn more about our information governance capabilities and how we can help assess, augment, accelerate, and support your cyber, data, and legal discovery operations.

About HaystackID™

HaystackID is a specialized eDiscovery services firm that helps corporations and law firms securely find, understand, and learn from data when facing complex, data-intensive investigations and litigation. HaystackID mobilizes industry-leading cyber discovery services, enterprise managed solutions, and legal discovery offerings to serve more than 500 of the world's leading corporations and law firms in North America and Europe. Serving nearly half of the Fortune 100, HaystackID is an alternative cyber and legal services provider that combines expertise and technical excellence with a culture of white glove customer service. In addition to consistently being ranked by Chambers USA, the company was recently named a worldwide leader in eDiscovery Services by IDC MarketScape and a representative vendor in the 2021 Gartner Market Guide for E-Discovery Solutions. Further, HaystackID has achieved SOC 2 Type II attestation in the five trust service areas of security, availability, processing integrity, confidentiality, and privacy. For more information about its suite of services, including programs and solutions for unique legal enterprise needs, go to HaystackID.com.

