

## **MODULE-02**

### **INDIVIDUAL TASK**

- **My Daily Data Inventory: Track the types and sources of data you interact with daily (e.g., mobile apps, websites, sensors) and classify them as structured, semi-structured, or unstructured.**

#### **Introduction to Your Daily Data Inventory:**

- Understanding your daily data interactions helps you manage your digital footprint effectively.
- Tracking data sources and types increases awareness of your online activities.
- This presentation guides you through creating a comprehensive daily data inventory.

#### **Why Track Your Daily Data?**

- It enhances your understanding of data privacy and security.
- Knowing what data you generate helps you make informed decisions about sharing information.
- Regular tracking can identify areas where your data might be vulnerable.

**NEW! Data Inventory Template**

The template includes the following features:

- ✓ Google Sheets Template
- ✓ Digital PDF File Download
- ✓ Customizable
- ✓ Easy to Use

**TOTAL DATA**

Date	Data Asset Name	Retention Period (Yrs)
11/1/2023	Customer Database	7
11/1/2023	Financial Reports	5
11/1/2023	Product Inventory	3
11/2/2023	Employee Records	7
11/2/2023	Sales Transactions	1
11/2/2023	Website Analytics	2
11/2/2023	Customer Feedback	2

**STOCK IN**

Date	Description	Category
11/1/2023	Contains customer feedback information	Customer Info
11/1/2023	Monthly financial reports	Financial
11/1/2023	List of all products in stock	Inventory
11/1/2023	Employee records and payroll details	Human Capital
11/1/2023	Records of all sales transactions	Sales
11/1/2023	Website traffic and user behavior data	Marketing
11/1/2023	Feedback and reviews from customers	Customer Info

**STOCK OUT**

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11/2/2023	Sales Transactions	1
11/2/2023	Website Analytics	2
11/2/2023	Customer Feedback	2

**SETUP**

Category	Location	Backup Frequency
Customer Info	Marketing Dept	High
Financial	Finance Dept	Medium
Human Capital	Operations Dept	Low
HR Records	HR Dept	Medium
Sales	Sales Dept	Low
Marketing	Marketing Dept	Medium
	Customer Service	Low

**What is the Purpose of This Template?**

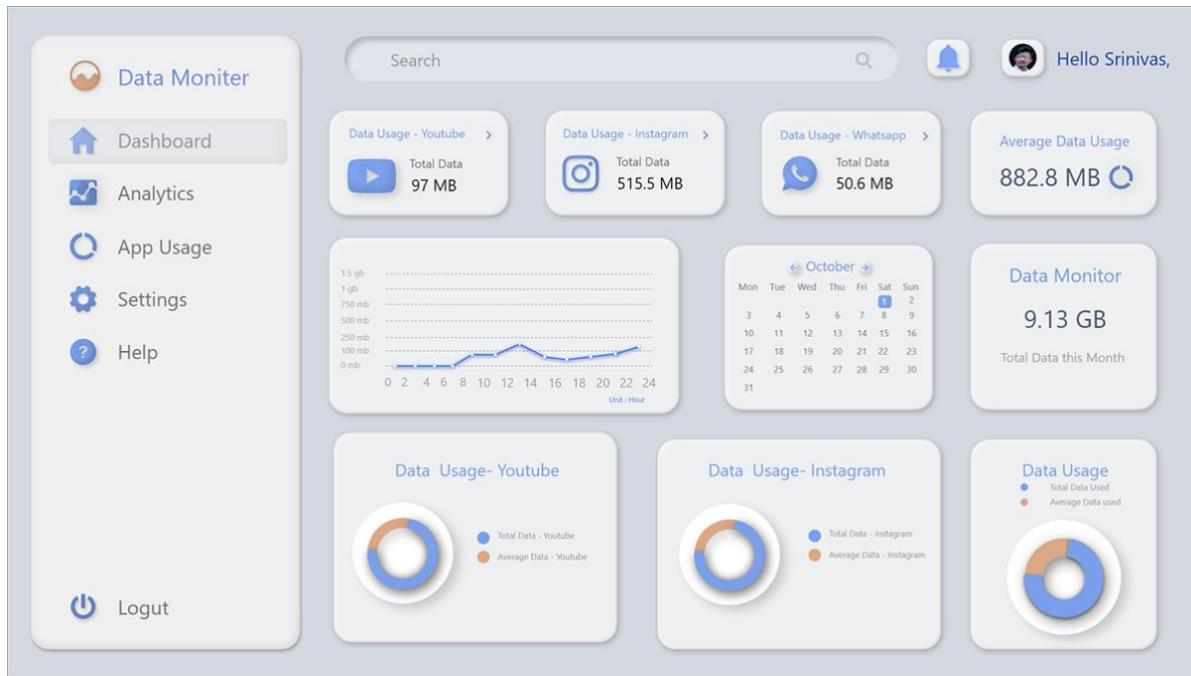
- Tracks and organizes data assets within your organization.
- Ensures data retention policies are followed effectively.
- Provides a clear overview of data storage and backup frequencies.

## Types of Data:

- You interact with personal data such as name, email, or phone number.
- Behavioral data like browsing history and app usage.
- Location data gathered through GPS or IP address.

## Common Data Sources:

- Mobile devices, including smartphones and tablets.
- Web browsers and search engines.
- Social media platforms and messaging apps.



## Mobile Devices as Data Sources:

- Mobile phones collect data on calls, texts, and app activity.
- Location services track your movements and places visited.
- Apps often collect personal and usage data for targeted advertising.

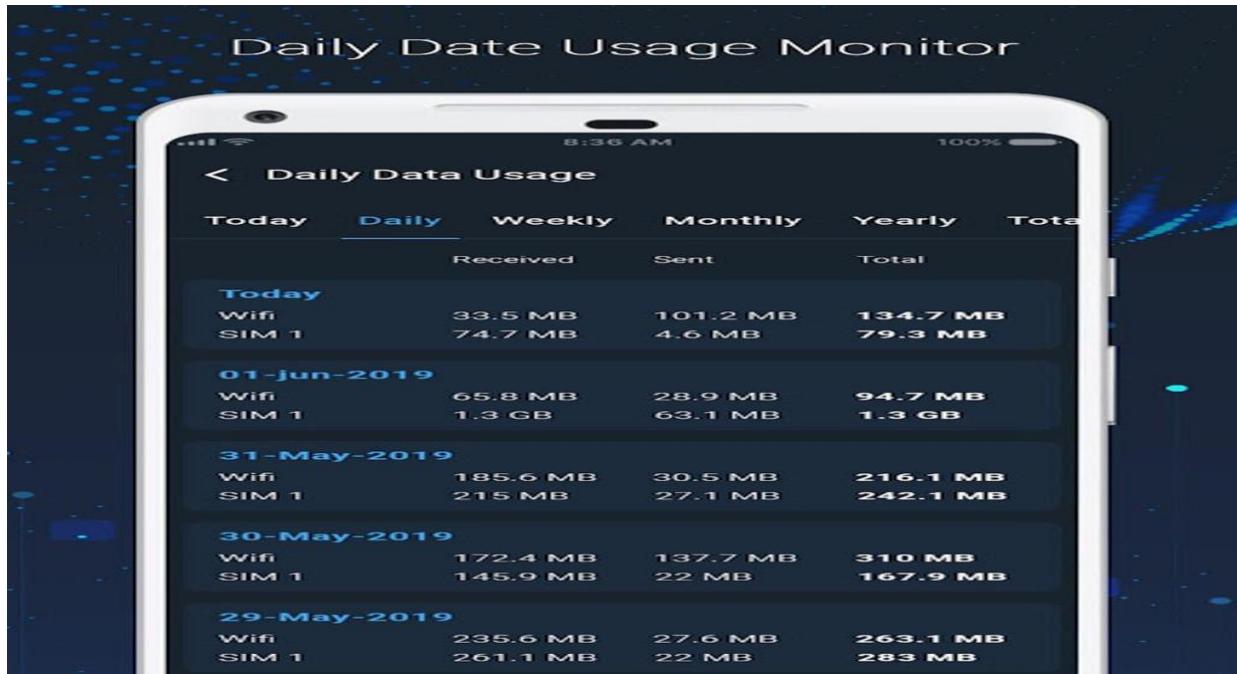
## Web Browsing Data:

- Browsers record your search history and visited websites.
- Cookies and site trackers monitor your online behavior.

- Your browsing data can be used for targeted advertising and analytics.

### Social Media Data Interactions:

- Posts, comments, and likes generate social engagement data.
- Your profile information and connections form your social graph.
- Data shared in private messages can also be stored and analyzed.



### Email and Communication:

- Data Emails contain personal and professional communication records.
- Contact lists and calendars store sensitive information.
- Metadata such as timestamps and sender details are also valuable data points.

### Cloud Storage and Apps:

- Cloud services store files, photos, and documents.
- Apps often synchronize data across devices.
- Data stored in the cloud can be accessed remotely and analyzed for patterns.

### **IoT Devices and Smart Home:**

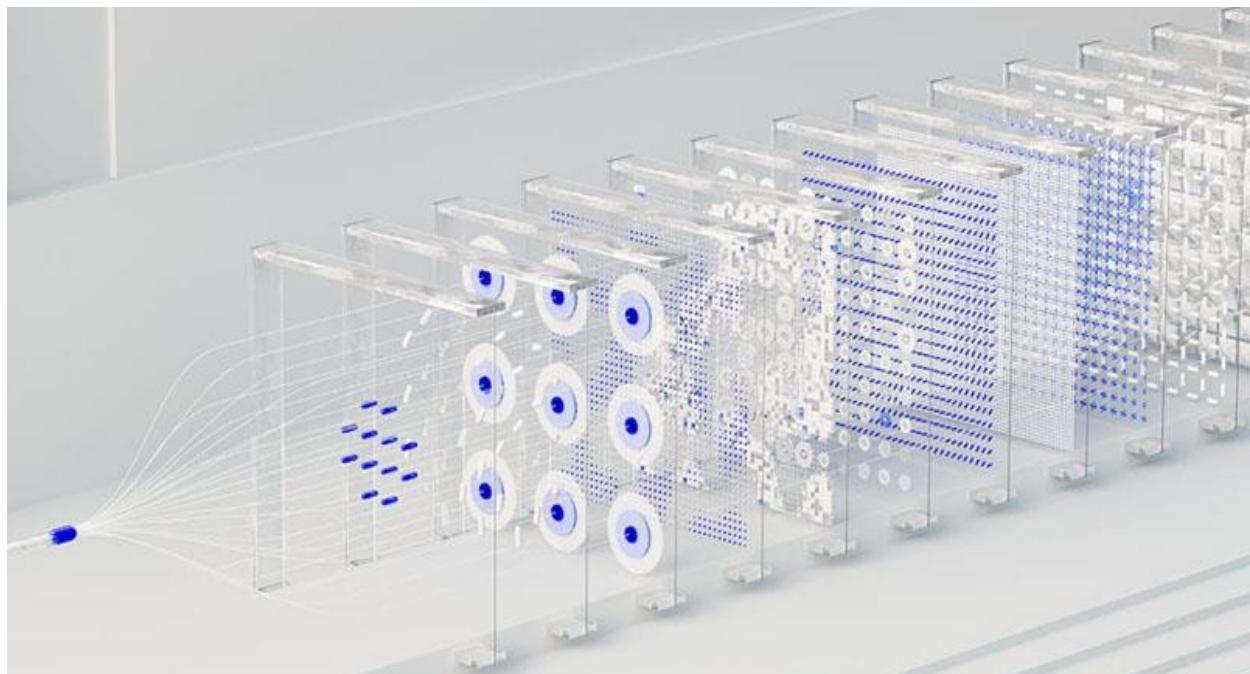
- Data Smart thermostats, lights, and security systems generate usage data.
- Wearables track health and activity metrics.
- These devices contribute to a comprehensive picture of your daily routines.

### **E-commerce and Payment Data:**

- Online shopping history reveals your preferences and habits.
- Payment apps and digital wallets store transaction data.
- This data can be used for targeted marketing and financial analysis.

### **Data Collection by Apps and Services:**

- Many apps request permissions to access data like contacts or location.
- Service providers often collect analytics for improving features.
- Understanding app permissions is crucial to managing your data.



## **Creating Your Daily Data Inventory:**

- List all devices, apps, and platforms you use daily.
- Track the types of data each interacts with and collects.
- Regularly update this inventory to maintain awareness.

## **Tools and Techniques for Tracking Data:**

- Use built-in device settings to review app permissions and data access.
- Employ privacy-focused browsers and VPNs for better control.
- Maintain a journal or spreadsheet to log daily data interactions.

## **Benefits of Maintaining a Data Inventory:**

- Increased control over your personal information.
- Improved awareness of privacy risks associated with daily activities.
- Empowerment to make informed decisions about data sharing.

## **Challenges in Tracking Daily Data:**

- The volume and variety of data can be overwhelming.
- Some data collection is passive and hard to detect.
- Staying consistent requires ongoing effort and awareness.

## **Conclusion and Final Tips:**

- Regularly update your data inventory to stay informed.
- Be proactive in managing your data privacy settings.
- Remember, awareness is the first step to better data management.