

# Establishing Information Governance and Retention Policies

- Understand where the data exists
- Classify and define data
- Archive and manage data

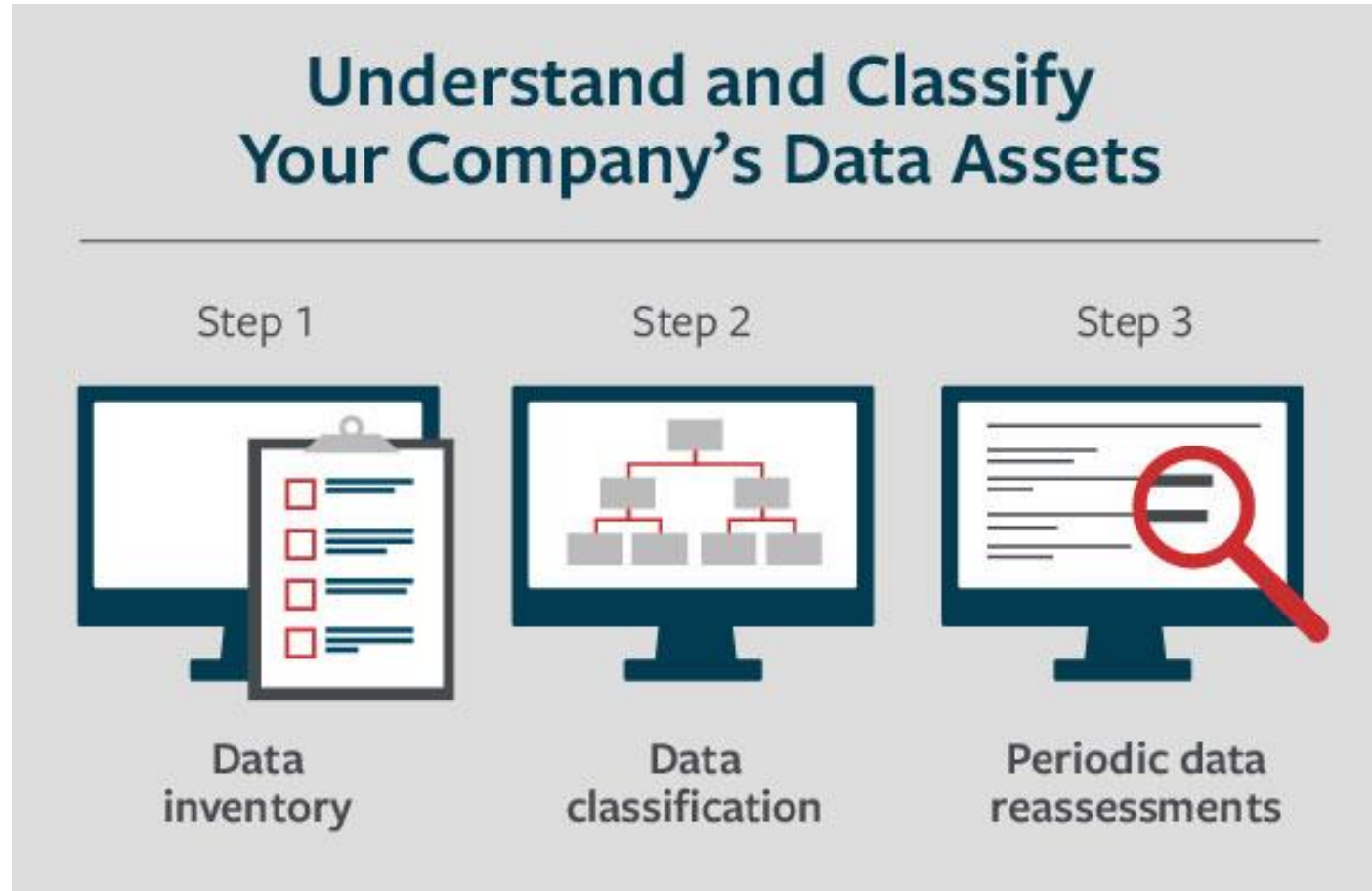
# Understand where the data exists!!



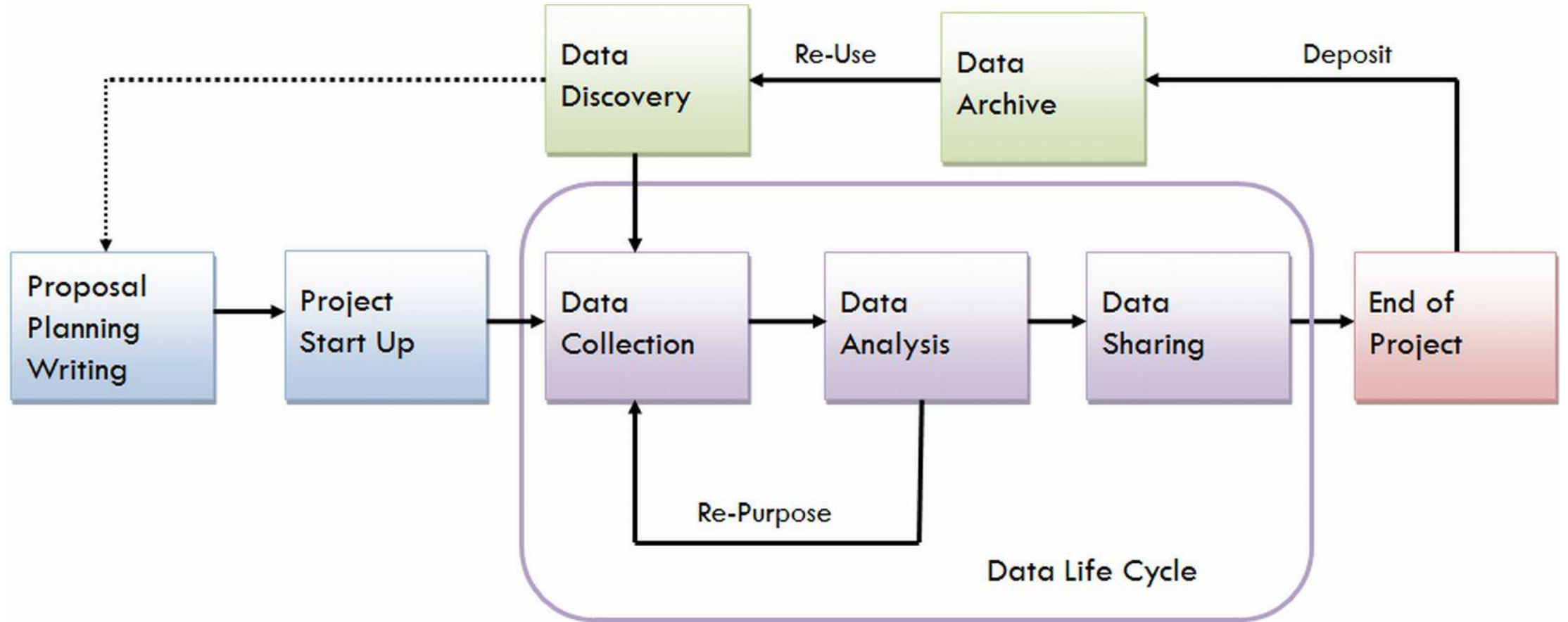
# Data in the cloud ??



# Classify and define data

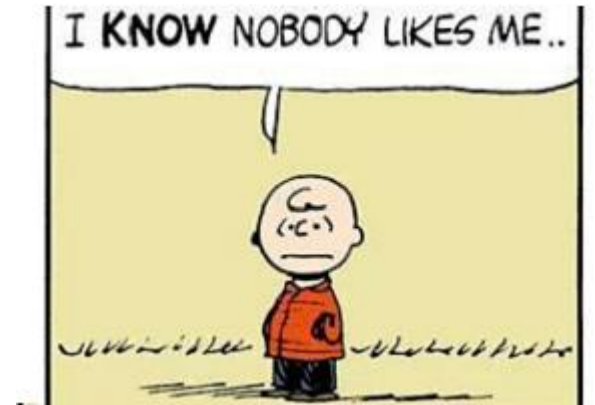


# Archive and manage data



# Building Effective Archiving and Data Retention Policies

- Involve all the key stakeholders early on.
- Align the process with respect to organizational goals and objectives
- Align the process with respect to legal and compliance frameworks
- Classify assets and records
- Determine retention periods
- Determine data destruction process
- Determine audit retention and destruction policy and procedures
- Periodically review policy and procedures
- Document policy and implement procedures, training, awareness and education and audit results.



# Data Protection Methods

## **Baseline**

A baseline is a minimum level of protection that can be used as a reference point. As a reference point, baselines can therefore be used as a comparison for assessments and requirements to ensure that those minimum levels of security controls are always being achieved.