

Module 3 - Video 2 Summary

Data Management

The process of establishing and communicating a clear plan for collecting, storing, and using data.

Data Management Plan

A documented strategy to ensure procedures for data handling are understood by all employees. Also known as data governance.

Access Control

Defines who can access data and what level of access they have, including specific data types or even rows and columns.

Data Types

Specifies what kind of data can be collected, such as personally identifiable information (PII), and who can access it.

Storage

Outlines where data is stored (e.g., BigQuery, Google Drive) and includes backup plans for outages.

Archives

Procedures for archiving or deleting data, including exceptions like litigation data.

Business Objectives

These guide the data management plan by defining what data is collected, who accesses it, and how long it is retained.

Retention Policy

Outlines how data is archived and deleted, often driven by compliance and legal requirements.

Data Collection Policy

Defines how data is collected and what tools or resources are used.

Archival Policy

Specifies where and how data is stored after project completion.

Deletion Policy

Details when and how data is permanently destroyed.

Communication and Education

Ensures all employees are aware of the data management plan and understand their roles and permissions.