Policy	Data Inventory Policy
Impact	Data, Technology, and IT Resources
Responsible Office	IT Services
Created	June 4, 2025
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Approved by	VP for Finance and Administration
Version	25.1

DATA INVENTORY POLICY

PURPOSE

Shepherd University's Data Inventory Policy is intended to establish standards for gathering and evaluating information regarding the "know what you have and where you have it" principle under GLBA.

Maintaining a proper data inventory is critical for understanding what data is stored in the disparate systems, which influences how those systems are managed.

POLICY

On a yearly basis, IT will work with stakeholders of various systems that store restricted, confidential, or sensitive data to understand and document

1. What types of data are stored in the system
2. Who has access to private student, employee, or financial data
3. How user accounts are managed for the system

SCOPE OF AFFECTED PARTIES

This policy applies to all users, such as students, faculty, staff, or affiliates of Shepherd University accessing Shepherd University IT resources.

ROLES & RESPONSIBILITIES

CIO/CISO – Information Privacy Officer

- Oversee and administer this policy.

- Provide authorization and direction to IT Services staff in accordance with this policy.

IT Services Staff

- With appropriate authorization, take directed action in accordance with this policy to preserve, secure, and protect the interests of Shepherd University.

System Stakeholders

- Work with IT staff to provide the requested information

RELATED

Data Classification Policy