Data Steward FAQ

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1. What is a Data Steward?

A Data Steward has planning and policy responsibilities for data within a specific functional area(s) or data domain. Data Stewards have responsibility for understanding, protecting and granting access to CSCU data.

2. What are the Data Steward's responsibilities?

Specifically he/she:

- Authorizes Data Users for their data domain(s)
- Verifies CSCU polices are being adhered to by the practices used in their functional area(s) for managing and protecting data
- Ensures that users with access to DCL3* data have completed training and document compliance.
- Responsible for ensuring data is managed appropriately for a functional area. (The Data Steward can optionally assign daily operational functions to a Data Manager or perform the activities themselves.)

3. What is a Data Manager?

A Data Manager has day-to-day responsibilities for data management within a specific functional area(s) or data domain. Data Managers have responsibility for understanding, protecting and managing access to CSCU data.

4. What are the Data Manager's responsibilities?

Specifically he/she:

- Consults with data users about the meaning and interpretation of data elements
- Defines data (name, location, aliases, classification, metadata)
- Produces data (capture, generate, normalize, renew, label, document)
- Assures complete, accurate, valid, and timely data collection
- Provides accessible, meaningful, and timely machine-readable institutional data for CSCU use
- Mentors and trains staff
- Resolves problems associated with data
- Evaluates security, backup / recovery, and disaster recovery procedures
- Ensures that users with access to DCL3* data have completed training and document compliance.

5. What is a Security Breach?

A successful attack is one which disrupts or damages normal operations or potentially exposes confidential data.

Examples:

- SSN or credit card numbers along with Identity data are potentially compromised
- A mobile device (laptop, thumb drive, phone) containing SSNs, credit card numbers and names is lost or stolen
- Computer viruses disable computer programs
- Grades, names and SSNs are posted on the Web
- A Web site shuts down due to a flood of malformed web page requests.

6. What is Remediation?

Repairing damage caused by successful security breaches

Examples:

- Investigating the extent of the damage
- Removing malware / rebuilding PCs
- Notifying potentially affected individuals

*DCL3 data is defined as protected confidential data, which comprises identity and financial data that, if improperly disclosed could be used for identity theft or to cause financial harm to an individual or the CSCU system. Examples of DCL3 data are: Social Security numbers and identity data, bank account or debit card information, credit card number or cardholder information and student loan data.