

The University of Texas  
Rio Grande Valley™

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Information Security Office

Data Owner Training

June 2016

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# The Data Owner's Guide

1. Who is a “Data Owner”?
  - a) Role of Data Owner
  - b) Examples
2. Data Owner responsibilities
3. What a Data Owner needs to know

# The Data Owner's Role

The role of the Data Owner is defined and assigned important information security responsibilities by Texas law.

(18) Information Owner(s)--A person(s) with statutory or operational authority for specified information or information resources.

(19) Information Resources--As defined in §2054.003(7), Texas Government Code.

"Information resources" means the procedures, equipment, and software that are employed, designed, built, operated, and maintained to collect, record, process, store, retrieve, display, and transmit information, and associated personnel including consultants and contractors.

## Examples:

Are you a principal investigator for a research project?

Are you an administrator in charge of a business function?

Are you a faculty member who maintains a grade book?

Do you have one of the following titles: Dean, Chairman, Director, Manager, Coordinator, etc.

# The Data Owner's Responsibilities

The owner or his or her designated representative(s) are responsible for:

- Classifying information under their authority, with the concurrence of the state institution of higher education head or his or her designated representative(s)
- Approving access to information resources and periodically review access lists based on documented risk management decisions;
- Formally assigning custody of information or an information resource;
- Coordinating data security control requirements with the ISO



# The Data Owner's Responsibilities

## Cont'd

The owner or his or her designated representative(s) are responsible for:

- Conveying data security control requirements to custodians;
- Providing authority to custodians to implement security controls and procedures;
- Justifying, documenting, and being accountable for exceptions to security controls. The information owner shall coordinate and obtain approval for exceptions to security controls with the institution of higher education information security officer; and
- Participating in risk assessments as provided under §202.75 of this chapter.



# Data Owners Should...



1. **Set an Example**
2. Obtain a copy of the *Information Owners Guide to data Protection*
3. Appoint an Information Security Administrator
4. Meet with your CISO/ISO to discuss your information security needs
5. Record inventory of Data, Servers, Applications, Contracts, Custodians.
6. Classify your Data
7. Establish Data Access Policies
8. Specify Security Controls and Select Custodians
9. Perform a Risk Assessment
10. Periodically Confirm that controls Remain in Place



# Data Owners Need to Know



1. Know Your Data
2. Know who has access to the Data
3. Know where your Data is located
4. Know how your Data flows –
  - a) Where does it come from?
  - b) Where does it go?
  - c) When is no longer needed?
5. Know your applications and their capabilities
6. Know what controls are in place to protect your data

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THANK YOU!

QUESTIONS?

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