

# Data, Your Cargo. Governance, Your Safe Passage

OFFICE OF DATA GOVERNANCE  
GENERAL CONFERENCE  
SEVENTH-DAY ADVENTIST CHURCH



GUEST SPEAKER

STEPHEN  
FILKOSKI

DIRECTOR



GUEST SPEAKER

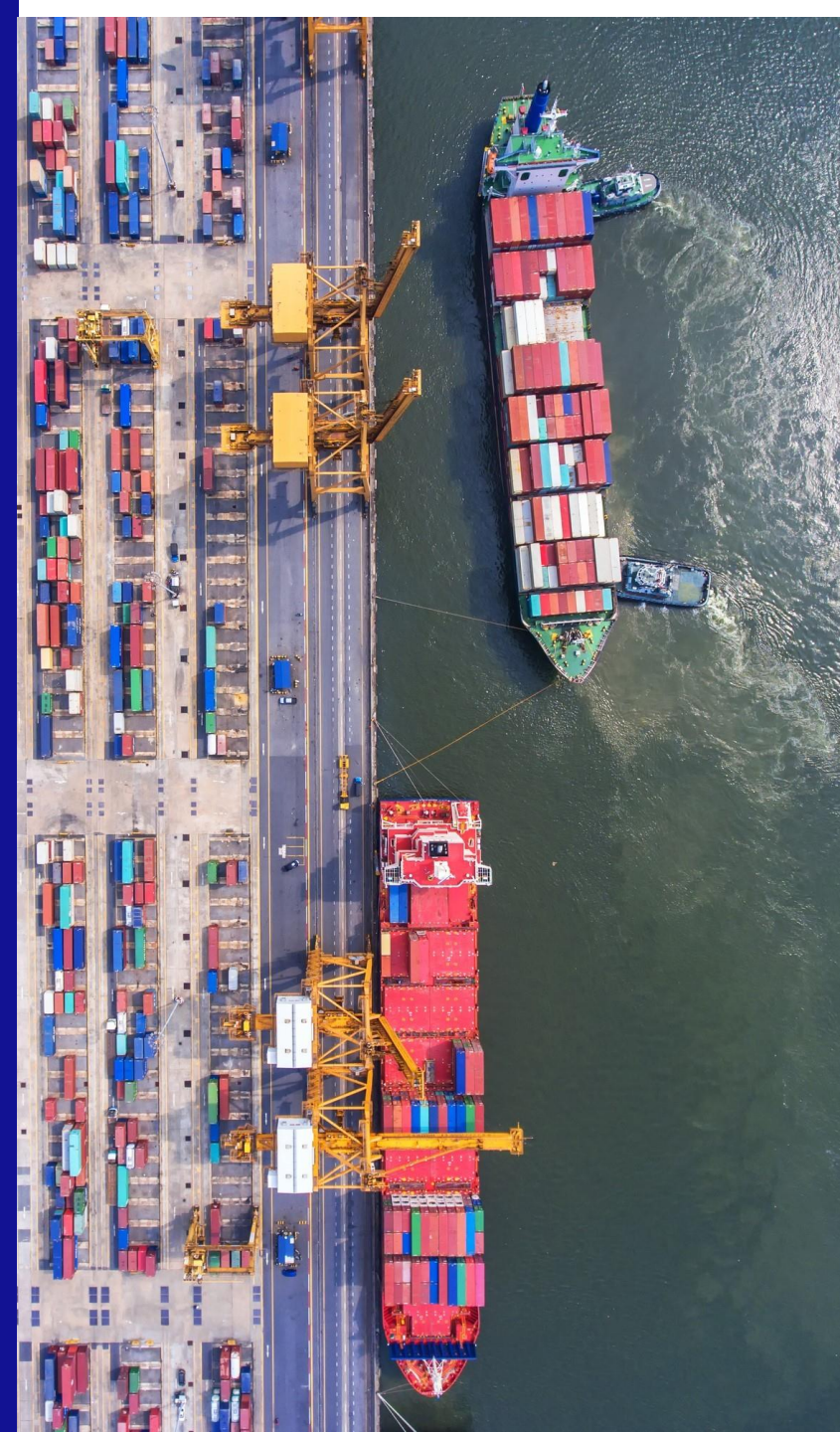
ANNETTE  
MELGOSA

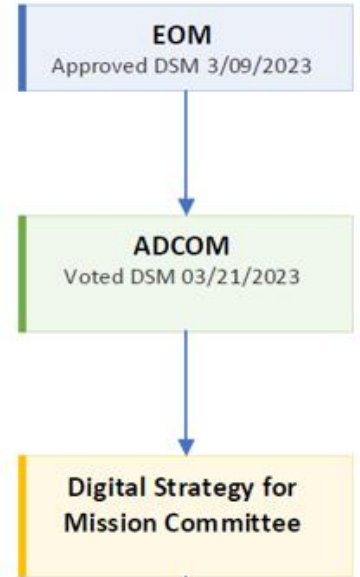
ASSOCIATE DIRECTOR

# DATA YOUR CARGO, GOVERNANCE YOUR SAFE PASSAGE

Data is the precious cargo we collect, use, and store to facilitate the church's mission.

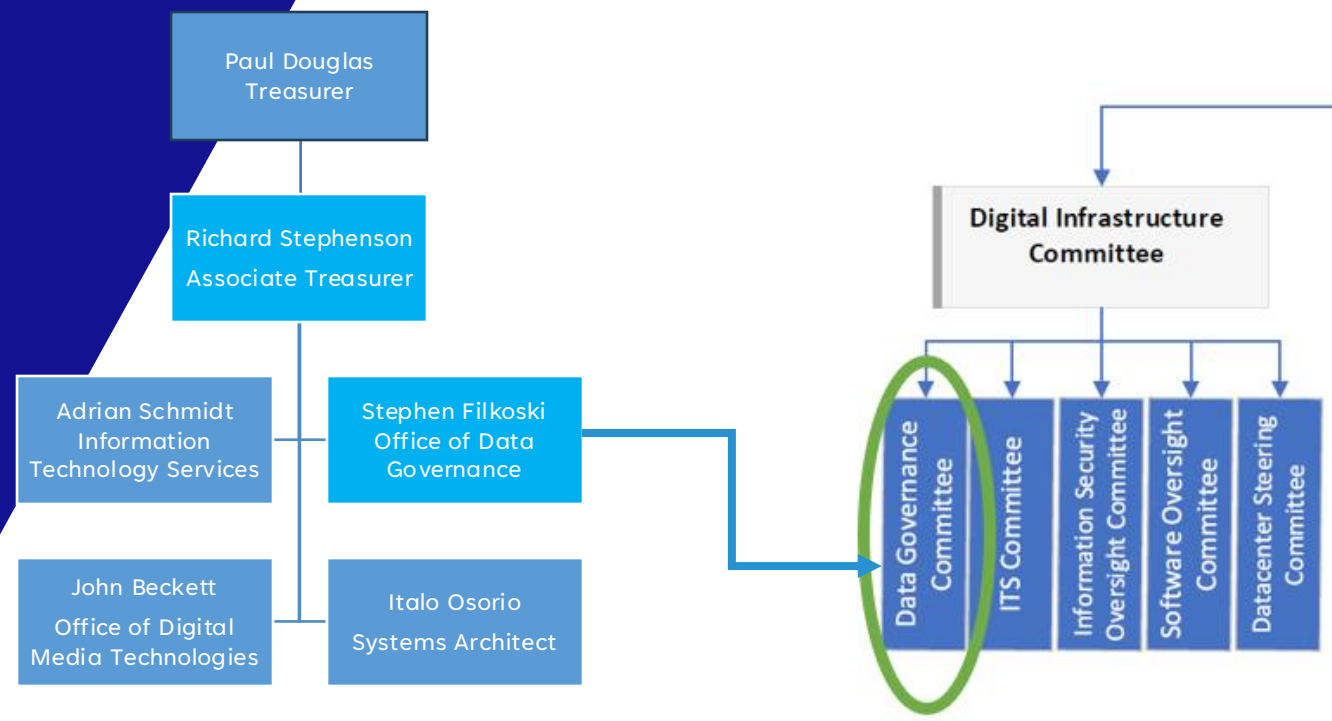
Data governance is the ship that helps us ensure responsible use of data.

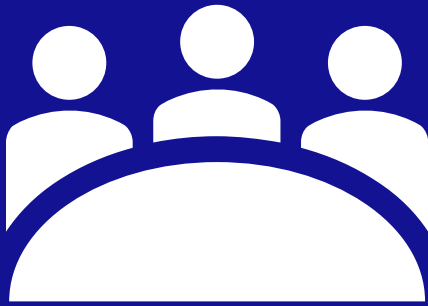




# Establishing a Governance Body

- a. Office of Data Governance
- b. Data Governance Committee
- c. Working with other established governance committees





## Developing and Ratifying Data Governance Policy

### a. GC Data Governance Policy

- a. GC Data Governance Standard
- b. GC Data Asset Standard

### b. GC Data Classification Policy

- a. GC Data Classification Standard



- Data Protection Office
- Office of General Counsel
- HR
- Information Security

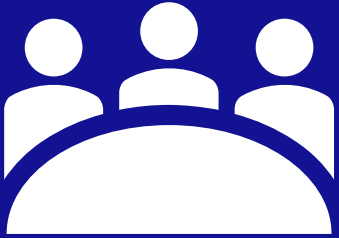


- Departments
- Influential Partners

## Establishing partners and building bridges

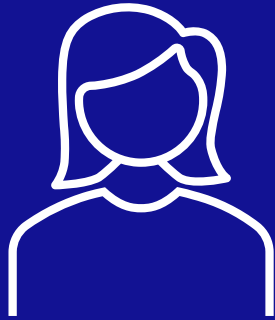
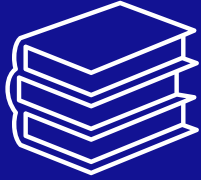
- a. Identifying and working with GRC Trustees
  - i. DPO
  - ii. Legal
  - iii. HR
  - iv. Information Security
- b. Identifying and working with Data Trustees
  - i. Department Directors
- c. Identifying other influential partners (groups with some established Data Governance)
  - i. ACMS (Sherri Ingram-Hudgins)
  - ii. SunPlus (Brent Burdick)
  - iii. ASTR (David Trim and Safary)

- Datacenter Steering Committee
- Information Security Oversight Committee
- Information Technology Services Committee
- Software Oversight Committee



Working with other Data Centric Groups and their governance committees

- a. Making sure data policies align
  - i. Data Protection
  - ii. Information Security
  - iii. Information Technology
  - iv. Other Technology Colleagues



## Developing a Model

### a. Research

- Info-Tech Research Group consultant
- Books
- Other resources

### b. Data Governance Framework

- Culture, Connectivity, Collaboration

# Three Key Factors

Data  
Governance



## Culture

Leadership message:  
Data is a precious  
asset for mission



## Connectivity

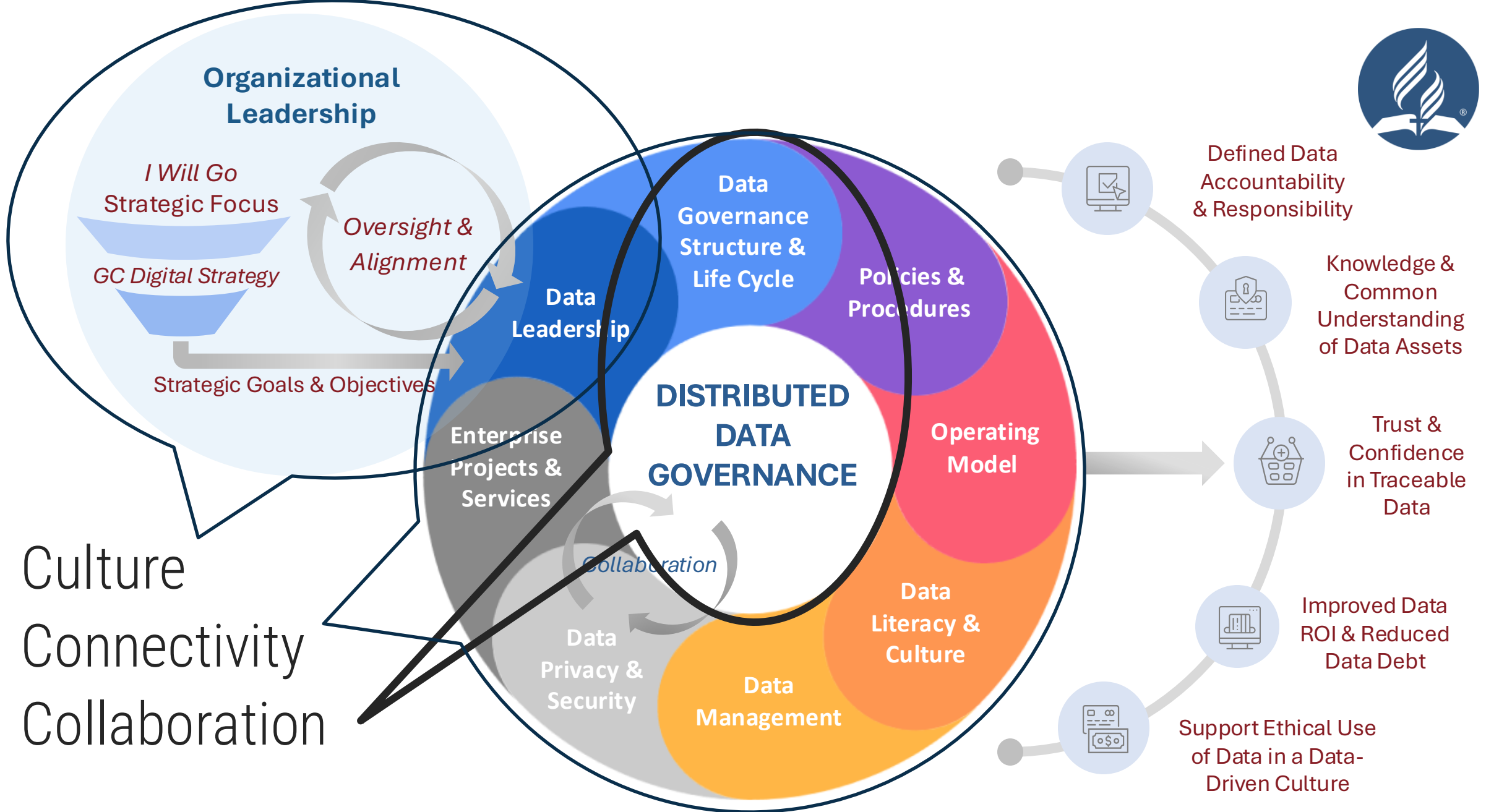
Leverage Org  
structures for  
success



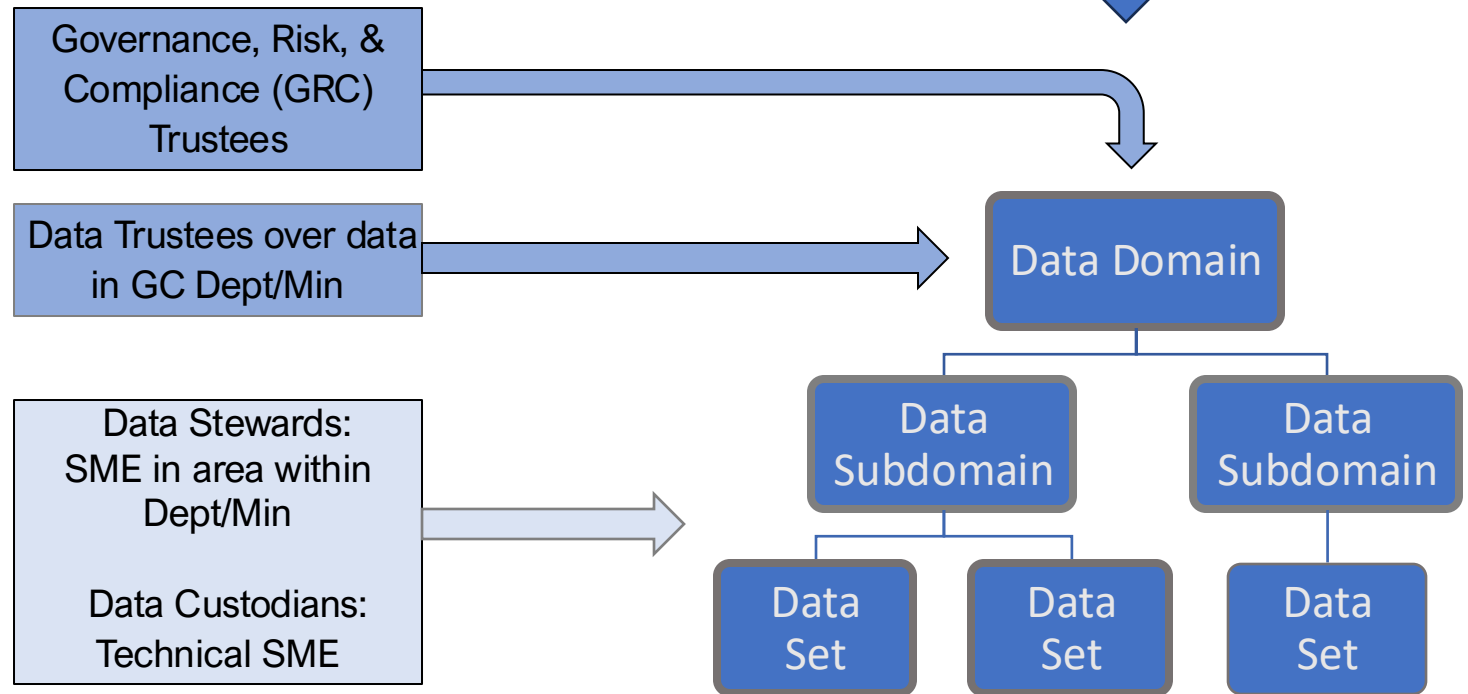
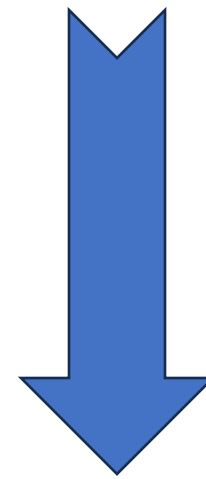
## Collaboration

Utilize distributed  
decision-making  
roles over specific  
data





# GC Data Governance Structure

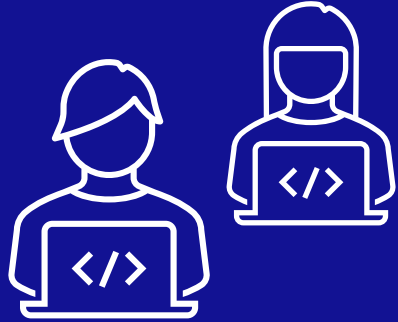


Data Governance Hierarchy

Data Domain Hierarchy

Data  
Governance  
Roles and  
Responsibilities

Data Trustee	Assigned by GC Responsible for assigned Data Assets
Data Steward	Assigned by Data Trustee Responsible for business decisions surrounding the Data Asset and its Data Sets
Data Custodian	Identified by Data Trustee or Data Steward. These work with the Data Custodian who provides technical solutions surrounding the Data Asset/Sets
GRC Trustee(s)	Provide oversight when applicable and appropriate



## Putting Data Governance into Practice

- a. Started working with Treasury, Human Resources, ITS, and Plant Services
- b. The three big platforms so far
  - i. SunPlus
  - ii. Active Directory
  - iii. UKG/Ultimate

# Data Governance Structure

## Proof of Concept

### Governance Role Maintenance

Select Person  
Sangronis, Maria

Person Types to include in search  
 Exclude Terminated  
 Employee  
 Visitor  
 ST Contractor

Name: Sangronis, Maria  
 Organization: General Conference  
 Department: International Personnel Resources and S  
 Position: IT Project Manager  
 PersonID: 54665

Buttons: Add/Update Trustee, Add/Update Steward, Add/Update Custodian

### Governance Structure Maintenance

Domain/Subdomain/Set/Asset Name

Select Domain (for adding Data Subdomain)  
GC HR

Select Subdomain (for adding Data Set)  
GC HR Benefits

Select Asset (for adding Data Set)  
UKG

Buttons: Reset, Add Data Domain, Add Data Subdomain, Add Data Set, Add Data Asset

UKG(Accounting/GL)	Gopala-Rao, Amina(Primary)
UKG(EE Terminated)	Gopala-Rao, Amina(Primary)
UKG(Employee Active)	Gopala-Rao, Amina(Primary)
UKG(Executive-TRE)	Gopala-Rao, Amina(Primary)
UKG(GC Helpdesk)	Gopala-Rao, Amina(Primary)
UKG(GC IT Support)	Gopala-Rao, Amina(Primary)

### Assign Role/Structure Relationship

Trustee to Data Domains | Stewards to Data Subdomains | Custodians to Data Sets

Assign

Level: Primary

Steward: Roberts, Beth

Data Subdomain: GC HR Employment

GC HR Employment	Primary	GC HR
GC HR Onboarding	Primary	GC HR

Roberts, Beth	Primary	GC HR
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## Testing the Data Governance Structure Proof of Concept with GC Human Resources (HR)



- ❑ HR represents a complex scenario. It offers great examples of how to apply Data Governance to a large range of data assets—some simple. others intricate.
- ❑ Together, they demonstrate the flexibility of the Data Governance structure as it is applied across a large array of data assets.
- ❑ GC HR uses dozens of systems and platforms that store and process data. Today we will focus on five.

## Sample Systems Used by GC HR

Data Asset	Description	Type of System
eAdventist	Web-based cloud service hosted by the North American Division. GC HR processes service records for GC employees	Cloud-based system managed by an external entity
HR Committee	In-house developed MS .net application used to process and report actions and minutes of the HR Committee	Simple system hosted internally and managed by HR
P: Drive	A File repository solution for departments and employees; a part of the network space; now considered legacy and is due for replacement	Hosted internally by ITS for all departments including HR
Laserfiche	An enterprise software platform to automate business processes and manage content. It is used by many departments including Treasury, ASTR, OGC, Secretariat, IPRS, and HR	Hosted internally by ITS but has applications that can be developed and managed by ITS or by individual departments. HR has a mix of ITS and HR developed solutions in Laserfiche.
UKG	A SAAS based HR, Payroll, and Workforce management solution.	Cloud-based system managed by an external entity. Used for HR, Benefits Management, Payroll, Timekeeping, Onboarding, and Financial Reporting. Reaches across several departments.

Data Asset:  
eAdventist  
Data Asset Domain: HR

Example of an externally-hosted and managed asset

Asset(Set)	Domain(Trustee)	Subdomain(Steward)	Custodian
eAdventist (Service Records)	GC HR (Williams, Lori)	GC HR Benefits (Swanson, Joel)	NAD eAdventist Admin (Primary)

1 Data Set across 1 data domain:

- GC HR



Data Asset:  
 HR Committee  
 Data Asset Domain: HR

Example of an internally-hosted and managed asset

Asset(Set)	Domain(Trustee)	Subdomain(Steward)	Custodian
ADUpdate (ADUpdate Processing)	GC HR (Williams, Lori)	GC HR Administration (Williams, Lori)	Brauer, Jonathan (Primary)
HR Committee (HR Committee Processor)	GC HR (Williams, Lori)	GC HR Administration (Williams, Lori)	Severance, Scott (Primary)

1 Data Set across 1 data domain:

- GC HR

Asset(Set)	Domain(Trustee)	Subdomain(Steward)	Custodian
P: Drive (90-Day Evaluations)	GC HR (Williams, Lori)	GC HR Administration (Williams, Lori)	Sowards, Robert (Primary)
P: Drive (Adventist Review Subscriptions)	GC HR (Williams, Lori)	GC HR Employment (Roberts, Beth)	Sowards, Robert (Primary)
P: Drive (Annual COI Report)	GC HR (Williams, Lori)	GC HR Administration (Williams, Lori)	Sowards, Robert (Primary)
P: Drive (Benefits)	GC HR (Williams, Lori)	GC HR Benefits (Swanson, Joel)	Sowards, Robert (Primary)
P: Drive (Budget Book)	GC HR (Williams, Lori)	GC HR Employment (Roberts, Beth)	Sowards, Robert (Primary)
P: Drive (Christmas Bonus)	GC HR (Williams, Lori)	GC HR Employment (Roberts, Beth)	Sowards, Robert (Primary)
P: Drive (Credentials & Licenses)	GC HR (Williams, Lori)	GC HR Administration (Williams, Lori)	Sowards, Robert (Primary)
P: Drive (Employee Birthday List)	GC HR (Williams, Lori)	GC HR Employment (Roberts, Beth)	Sowards, Robert (Primary)
P: Drive (Employee Handbook)	GC HR (Williams, Lori)	GC HR Administration (Williams, Lori)	Sowards, Robert (Primary)
P: Drive (Employee Service Recognition)	GC HR (Williams, Lori)	GC HR Benefits (Swanson, Joel)	Sowards, Robert (Primary)
P: Drive (Employment Agreements)	GC HR (Williams, Lori)	GC HR Employment (Roberts, Beth)	Sowards, Robert (Primary)
P: Drive (Equal Employment Opportunity)	GC HR (Williams, Lori)	GC HR Employment (Roberts, Beth)	Sowards, Robert (Primary)
P: Drive (Exit Log)	GC HR (Williams, Lori)	GC HR Administration (Williams, Lori)	Sowards, Robert (Primary)
P: Drive (Floaters)	GC HR (Williams, Lori)	GC HR Administration (Williams, Lori)	Sowards, Robert (Primary)

Data Asset:  
P: Drive  
Data Asset Domain: HR  
  
Example of an internally-hosted asset, available to all departments

<b>P: Drive (FMLA)</b>	<b>GC HR (Williams, Lori)</b>	<b>GC HR Benefits (Swanson, Joel)</b>	<b>Sowards, Robert (Primary)</b>
<b>P: Drive (Graduate Studies)</b>	<b>GC HR (Williams, Lori)</b>	<b>GC HR Benefits (Swanson, Joel)</b>	<b>Sowards, Robert (Primary)</b>
<b>P: Drive (Housing Assistance)</b>	<b>GC HR (Williams, Lori)</b>	<b>GC HR Benefits (Swanson, Joel)</b>	<b>Sowards, Robert (Primary)</b>
<b>P: Drive (HR Administrative)</b>	<b>GC HR (Williams, Lori)</b>	<b>GC HR Administration (Williams, Lori)</b>	<b>Sowards, Robert (Primary)</b>
<b>P: Drive (HR Committee Actions)</b>	<b>GC HR (Williams, Lori)</b>	<b>GC HR Administration (Williams, Lori)</b>	<b>Sowards, Robert (Primary)</b>
<b>P: Drive (I-9/Employment Authorization)</b>	<b>GC HR (Williams, Lori)</b>	<b>GC HR Employment (Roberts, Beth)</b>	<b>Sowards, Robert (Primary)</b>
<b>P: Drive (Job Descriptions)</b>	<b>GC HR (Williams, Lori)</b>	<b>GC HR Administration (Williams, Lori)</b>	<b>Sowards, Robert (Primary)</b>

36 Data Sets across HR data domain / hundreds of data sets across other departments

P: Drive (Parsonage)	GC HR (Williams, Lori)	GC HR Benefits (Swanson, Joel)	Sowards, Robert (Primary)
P: Drive (Pay/Remuneration Plans)	GC HR (Williams, Lori)	GC HR Employment (Roberts, Beth)	Sowards, Robert (Primary)
P: Drive (Retirement Contributions)	GC HR (Williams, Lori)	GC HR Benefits (Swanson, Joel)	Sowards, Robert (Primary)
P: Drive (Safety Identity Kit Log)	GC HR (Williams, Lori)	GC HR Benefits (Swanson, Joel)	Sowards, Robert (Primary)
P: Drive (Service Records)	GC HR (Williams, Lori)	GC HR Benefits (Swanson, Joel)	Sowards, Robert (Primary)
P: Drive (Special Events)	GC HR (Williams, Lori)	GC HR Administration (Williams, Lori)	Sowards, Robert (Primary)
P: Drive (Supplemental Remuneration)	GC HR (Williams, Lori)	GC HR Administration (Williams, Lori)	Sowards, Robert (Primary)
P: Drive (Telework)	GC HR (Williams, Lori)	GC HR Administration (Williams, Lori)	Sowards, Robert (Primary)
P: Drive (Verification of Employment Letters)	GC HR (Williams, Lori)	GC HR Administration (Williams, Lori)	Sowards, Robert (Primary)
P: Drive (Volunteers)	GC HR (Williams, Lori)	GC HR Administration (Williams, Lori)	Sowards, Robert (Primary)
P: Drive (Wellness/Fitness Equipment Maintenance)	GC HR (Williams, Lori)	GC HR Benefits (Swanson, Joel)	Sowards, Robert (Primary)
P: Drive (Workers Compensation)	GC HR (Williams, Lori)	GC HR Benefits (Swanson, Joel)	Sowards, Robert (Primary)
Dropbox (IR Repository)	GC HR (Williams, Lori)	GC HR Administration (Williams, Lori)	Gopala-Rao, Amina (Primary)

Data Asset:  
Laserfiche-HR  
Data Asset Domain: HR

Example of asset managed by ITS for multiple data domains; data sets can be managed by departments or ITS

Asset(Set)	Domain(Trustee)	Subdomain(Steward)	Custodian
Laserfiche (Auto Insurance)	GC HR (Williams, Lori)	GC HR Benefits (Swanson, Joel)	Wade, Timothy (Primary)
Laserfiche (COI)	GC HR (Williams, Lori)	GC HR Administration (Williams, Lori)	Gopala-Rao, Amina (Primary)
Laserfiche (Department Correspondence)	GC HR (Williams, Lori)	GC HR Administration (Williams, Lori)	Gopala-Rao, Amina (Primary)
Laserfiche (Employee Records)	GC HR (Williams, Lori)	GC HR Administration (Williams, Lori)	Wade, Timothy (Primary)
Laserfiche (Committee Processor)	GC HR (Williams, Lori)	GC HR Employment (Roberts, Beth)	Gopala-Rao, Amina (Primary)
Laserfiche (Performance Evaluations)	GC HR (Williams, Lori)	GC HR Employment (Roberts, Beth)	Gopala-Rao, Amina (Primary)
Laserfiche (Spouse Travel)	GC HR (Williams, Lori)	GC HR Benefits (Swanson, Joel)	Wade, Timothy (Primary)
Laserfiche (Tuition Assistance)	GC HR (Williams, Lori)	GC HR Benefits (Swanson, Joel)	Wade, Timothy (Primary)
Laserfiche (Committee Minutes)	GC HR (Williams, Lori)	GC HR Administration (Williams, Lori)	Gopala-Rao, Amina (Primary)

9 Data Sets across GC HR data domain

Data Asset: UKG  
Data Asset Domain: HR

Example of an externally-hosted and managed asset

Asset(Set)	Domain(Trustee)	Subdomain(Steward)	Custodian
UKG (IT Admin)	GC HR (Williams, Lori)	GC HR Administration (Williams, Lori)	Gopala-Rao, Amina (Primary)
UKG (HR Employee Admin)	GC HR (Williams, Lori)	GC HR Employment (Roberts, Beth)	Gopala-Rao, Amina (Primary)
UKG (HR Employee Admin & I9)	GC HR (Williams, Lori)	GC HR Employment (Roberts, Beth)	Gopala-Rao, Amina (Primary)
UKG (HR Benefits Administrator)	GC HR (Williams, Lori)	GC HR Benefits (Swanson, Joel)	Gopala-Rao, Amina (Primary)
UKG (Used for UTM Cascading)	GC HR (Williams, Lori)	GC HR Administration (Williams, Lori)	Gopala-Rao, Amina (Primary)
UKG (GCC Admin)	GC HR (Williams, Lori)	GC HR Administration (Williams, Lori)	Gopala-Rao, Amina (Primary)
UKG (GC IT Support)	GC HR (Williams, Lori)	GC HR Administration (Williams, Lori)	Gopala-Rao, Amina (Primary)
UKG (GC Helpdesk)	GC HR (Williams, Lori)	GC HR Administration (Williams, Lori)	Gopala-Rao, Amina (Primary)
UKG (HR Staff)	GC HR (Williams, Lori)	GC HR Administration (Williams, Lori)	Gopala-Rao, Amina (Primary)
UKG (Employee Active)	GC HR (Williams, Lori)	GC HR Employment (Roberts, Beth)	Gopala-Rao, Amina (Primary)
UKG (IT Photo Upload)	GC HR (Williams, Lori)	GC HR Administration (Williams, Lori)	Gopala-Rao, Amina (Primary)

UKG (EE Terminated)	GC HR (Williams, Lori)	GC HR Employment (Roberts, Beth)	Gopala-Rao, Amina (Primary)
UKG (Supervisor)	GC HR (Williams, Lori)	GC HR Employment (Roberts, Beth)	Gopala-Rao, Amina (Primary)
UKG (Payroll Administrator)	GC TRE Financial (Wahlen, Ray)	GC Payroll (Korff, Eugene)	Gopala-Rao, Amina (Primary)
UKG (Accounting/GL)	GC TRE Financial (Wahlen, Ray)	GC UKG Reporting (Korff, Eugene)	Gopala-Rao, Amina (Primary)
UKG (TRE Budgeting)	GC TRE Financial (Wahlen, Ray)	GC UKG Reporting (Korff, Eugene)	Gopala-Rao, Amina (Primary)
UKG (TRE Emp Info)	GC TRE Financial (Wahlen, Ray)	GC UKG Reporting (Korff, Eugene)	Gopala-Rao, Amina (Primary)
UKG (Executive-TRE)	GC TRE Financial (Wahlen, Ray)	GC TRE Executive (Korff, Eugene)	Gopala-Rao, Amina (Primary)
UKG (IPRS PTO Administrator)	IPRS (Lust, German)	IPRS AL (Sangronis, Maria)	Sangronis, Maria (Primary)

UKG (IPRS HR Relocation Team)	IPRS (Lust, German)	IPRS HR (Sangronis, Maria)	Sangronis, Maria (Primary)
UKG (IPRS Payroll Administrator)	IPRS (Lust, German)	IPRS Payroll (Sangronis, Maria)	Sangronis, Maria (Primary)
UKG (IPRS Payroll Assistant)	IPRS (Lust, German)	IPRS Payroll (Sangronis, Maria)	Sangronis, Maria (Primary)
UKG (IPRS Staff)	IPRS (Lust, German)	IPRS Administration (Sangronis, Maria)	Sangronis, Maria (Primary)
UKG (ISE Division Coordinator Manager (Base))	IPRS (Lust, German)	IPRS HR (Sangronis, Maria)	Sangronis, Maria (Primary)
UKG (ISE Division Coord-Manager (Host))	IPRS (Lust, German)	IPRS HR (Sangronis, Maria)	Sangronis, Maria (Primary)
UKG (ISE Employee Active)	IPRS (Lust, German)	IPRS Employment (Sangronis, Maria)	Sangronis, Maria (Primary)
UKG (ISE IPRS HR Benefits Manager)	IPRS (Lust, German)	IPRS Benefits (Sangronis, Maria)	Sangronis, Maria (Primary)
UKG (SEC Employee Info)	IPRS (Lust, German)	IPRS Administration (Sangronis, Maria)	Gopala-Rao, Amina (Primary)
UKG (IPRS Payroll Assistant (GC ISEs))	IPRS (Lust, German)	IPRS Payroll (Sangronis, Maria)	Sangronis, Maria (Primary)

32 Data Sets across 3 data domains and multiple functions:

- GC HR
- GC TRE Financial
- IPRS

# PROTOTYPE: NEXT STEPS



# Data is our Precious Asset for Mission

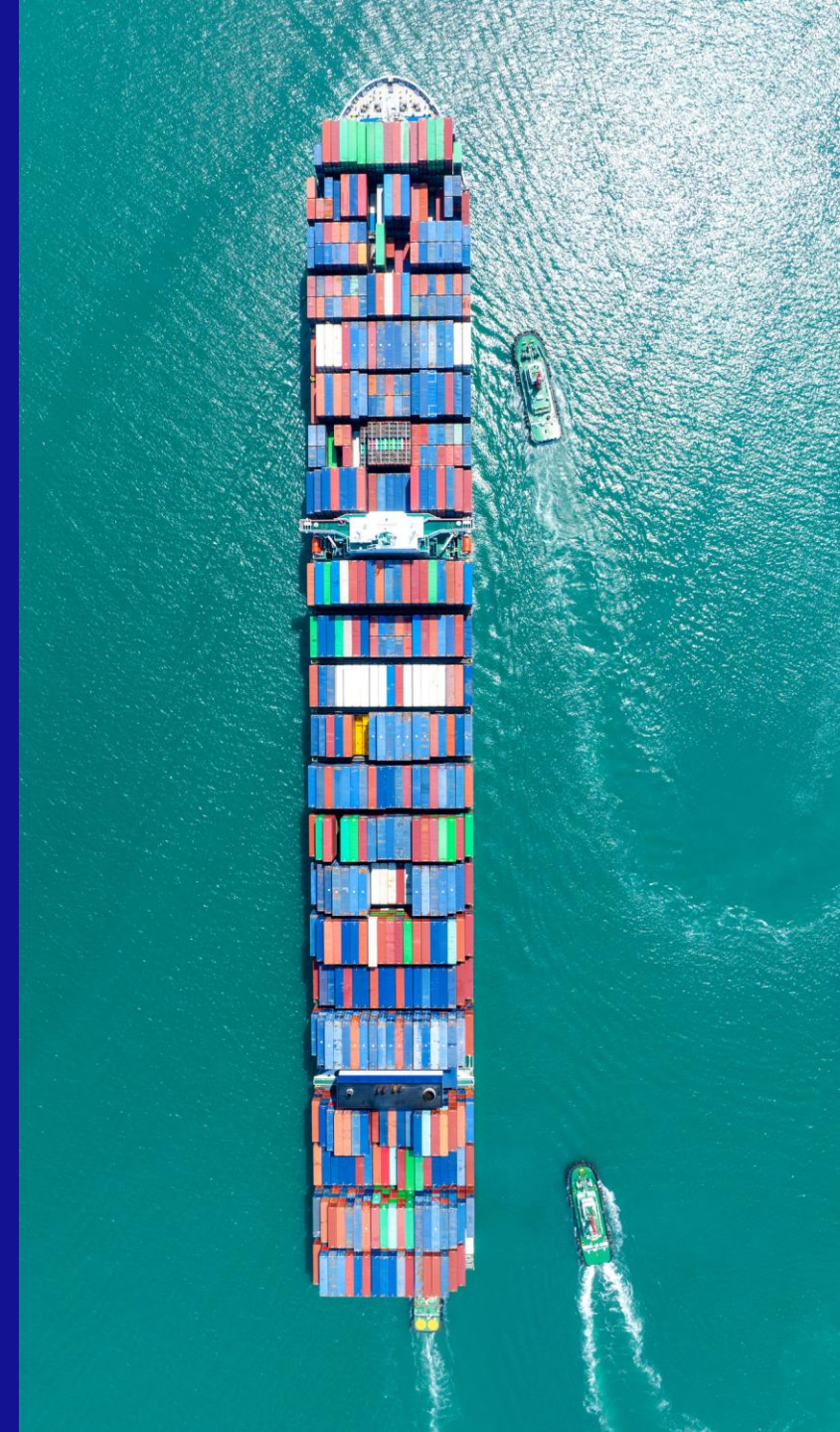


Data Governance helps us steer safe passage in dangerous seas to:

- ❖ Achieve Greater Security, thus protecting the mission
- ❖ Build Confidence in data driven decisions for mission
- ❖ Meet Compliance and build trust in our message

# FOR MORE ON DATA GOVERNANCE...

- Review the Plenary Session: Precious Cargo in Dangerous Waters
- Bookmark: [datagovernance.Adventist.org](https://datagovernance.Adventist.org) to access more information about our data governance journey



NOT PART OF PRESENTATION







Every data  
asset is  
broken into  
one-to-many  
Data Sets  
depending on  
required  
Access  
Controls



# Compare:

## Dali Striking Bridge and Security Incident Striking Church Data

**In both cases, avoidance and/or mitigation comes down to:**

- Protect the Cargo/Data as our greatest asset
- Manage Risk (Maintenance/Data Management)
- Enact Policies and Regulatory Compliance
- Implement Control (Cargo Manifest / Data Catalog)
- Define roles, responsibilities, training
- Apply oversight and inspections















**GUEST SPEAKER**

# STEPHEN FILKOSKI

- DIRECTOR
- DATA GOVERNANCE
- GENERAL CONFERENCE
- SEVENTH-DAY ADVENTIST CHURCH

# PRECIOUS CARGO IN DANGEROUS WATERS



**GUEST SPEAKER**

# ANNETTE MELGOSA

- ASSOCIATE DIRECTOR
- DATA GOVERNANCE
- GENERAL CONFERENCE
- SEVENTH-DAY ADVENTIST CHURCH



# ANNETTE MELGOSA

- ASSOCIATE DIRECTOR
- DATA GOVERNANCE
- GENERAL CONFERENCE
- SEVENTH-DAY ADVENTIST CHURCH

