

Advantek's Data Governance and Data Privacy Advisory Services cover the spectrum from strategic planning and assessment to implementation. Our Services are based on proven methodologies, industry best practices, and our real-world experience with global enterprise organizations.

Data Governance/Data Privacy Assessment and Strategic Roadmap

Working with your team, Advantek delivers your organization a time-based Data Governance and Data Privacy plan that captures where your business is, where you want to take it, and the roadmap to get there.

Our Services start with a detailed maturity assessment based on principles from ARMA, IAPP, EDRM and Sedona. With key stakeholders, we examine Governance, Risk, and Compliance factors to determine current state maturity levels and improvement goals. Assessment outcomes provide a gap analysis based on our findings, recommendations to remediate the gaps, a visual representation of your strategic roadmap to operationalize your Data Governance and Data Privacy Program, and overarching data risk mitigation and cost reduction programs.

Deliverables include:

- Data Governance and Data Privacy Maturity Assessment
- Gap Analysis and Recommendations
- Strategic Roadmap

Enterprise Data Map Development (ESI)

Developing an ESI data map and data source catalog provides a master resource for your Legal Counsel, IT Security, and Privacy Teams to better understand where data resides on your network systems and repositories.

The ESI data map and catalog is created through a combination of onsite and remote activities which include interviews with both IT and business stakeholders. Through the inventory and data mapping exercise, information related to systems that potentially contain PII is developed along with an understanding of how PII data flows both within and outside your network. Systems explored may include structured/unstructured data, network file shares, O365, and SaaS and cloud applications.

Interviews provide information related to search parameters for sensitive and PII data as well as redundant, outdated and trivial data (ROT). In addition, the team determines priority repositories and critical data/PII exemplars. Determining high value data, locations, and organizational priorities also has the benefit of narrowing your company's attack surface, enabling enhanced cybersecurity and IT security protection mechanisms.

Deliverables include:

- Enterprise Data Map
- Data Map Recommendations

Data Subject Access Request (DSAR) / Consumer Access Request (CAR) Workflow and Process Development Services

Advantek's Advisory Services also helps you address Data Subject Access Request (DSAR) and Consumer Access Request (CAR) related to GDPR and CCPA as well as additional U.S. State, Federal, and International privacy laws, mandates, and regulations.

We help your organization search across all your data environments, files, and content for specific data patterns of interest; build an inventory of data and corresponding locations; as well as assist you with the removal, relocation and deletion of data.

In addition, Advantek develops customized workflows that allow you to respond to DSAR/CAR requests and to support ongoing DSAR/CAR responses. Combined with Advantek's disruptive technologies, we can help you develop your own branded, consumer facing DSAR/CAR portal. Advantek also provides streamlined internal or outsourced DSAR/CAR attorney document review workflow.

Deliverables include:

- DSAR/CAR Consumer Portal
- DSAR/CAR Workflows

Unstructured Data Classification Technology Solutions

Leveraging critical sensitive and PII data identification, inventory, and classification technology, Advantek is able to scan and capture metadata and full text of all user-created data for individual or multiple data repositories on your organization's network. As an additional benefit of the targeted data identification and classification technology, Advantek is able to identify, inventory and classify redundant, outdated and trivial (ROT) data.

In addition, Advantek will develop customized rules based on your internal policies and government regulations to identify and classify data with a repeatable workflow for continuous remediation. Customized rules also produce actionable insights of network data.

By identifying and inventorying all PII in unstructured data repositories and ensuring that critical data is not located outside secure repositories, you can ensure that data that is meant to be private is being kept private. Advantek is also capable of performing an ROI analysis based on data volumes, proving cost avoidance in non-consumer facing areas such as eDiscovery and data storage.

Deliverables include:

- PII Data Classification Inventory, and Key Metrics
- ROT Classification Inventory and Key Metrics



Structured Data Mapping and PII Identification

Advantek also helps you identify and manage structured data. We verify and inventory SQL database environments including data warehouses and data lakes providing visibility into where PII is located within tables, columns, rows and types. After verification, we provide continuous monitoring of your environment for data privacy, legal, and regulatory obligations. Advantek is also able to support you by developing a SQL specific, query-able portal for the structured data.

Deliverables include:

- SQL Database PII Inventory and Verification
- SQL PII Portal
- Continuous PII Monitoring

Privacy Policies and Disclosures

Advantek Advisory Services can also help assess the need for privacy policies and disclosures for different types of consumers. We also review existing privacy policies and provide recommendations for modifications based on regulatory requirements and industry best practices.

Deliverables include:

- Creation/update of Privacy Documentation including Privacy Policies and Disclosures

CCPA and GDPR Training

Advantek can develop and deliver customized content for DSAR/CAR and privacy program training. Customization is available for different departments that may have different data privacy obligations based on their role and rank.

Deliverables include:

- DSAR/CAR Training Materials

Records Management Advisory Services

Advantek offers Records Management advisory services including the development of organization-wide Records Management Programs, Records Retention Schedule development and review, and the operationalization of the program. We also develop workflows and processes to effectively apply retention policies to information assets. Additionally, we can develop and implement full defensible disposition programs to remediate over-retained information and records to drive down both cost and risk.

Deliverables include:

- Records Governance Program Documentation
- New/updated Records Retention Schedule(s)

- Retention Workflows/Processes (for physical files, O365, unstructured/structured systems)
- Defensible Disposition programs for all types of media

M&A and Divestiture Services

As M&As and divestitures are commonplace for many large organizations, Advantek offers Advisory Services in these areas including:

- Performing acquisition or merger data indexing to understand the content and context of what was acquired
- Developing efficient data integration plans including the identification, inventory, classification, and remediation of acquired data
- Updating the Enterprise Data Map with the results of findings
- Performing divestiture data carve-outs from existing repositories to ensure what was sold is the only data that leaves the organization including optional attorney document review services

Data Migration for Unstructured Data Repositories

Advantek has a number of legacy repository APIs and an experienced development team that can customize APIs for alternate repositories to remediate data for efficient migrations reflecting applications of records schedules, legal holds, data privacy and other regulatory obligations.

To learn more, visit <https://advantekcorp.com/>.