

# Digital Data Governance Workbook

Do you want to motivate your organization to take on responsible data governance, but don't know where to begin?

This workbook is a starter kit designed to help non-profit organizations practice safe, ethical and responsible data governance that reflects their values and supports their mission.

Most organizations are awash in digital data - from emails to photos to donor lists. This new resource can be both an asset and a liability for nonprofits.

The worksheets in this kit will help you take stock of your organization's data, hone in on what you really need, and get started on a data governance plan.

**STEP 1:** On your own or with colleagues, spend 2-3 minutes filling out each worksheet, then come back together to share and discuss. Here's the order we recommend: Data for Mission, Digital Data Inventory, Organizational Policy Inventory.

**STEP 2:** Head over to [www.digitalimpact.io](http://www.digitalimpact.io) to:

- Access free tools and templates you can customize and put to use right away. Every tool and template on this site is free of charge and can be shared, improved, and adapted.
- Learn more about the characteristics of digital data, the data lifecycle, and some core principles nonprofits should keep in mind when working with data.
- Connect with a community of like-minded nonprofit data governance advocates by joining the conversations happening on the Digital Impact blog and virtual roundtable series. Read, comment, listen in, and propose your own topic for the community to discuss.

**STEP 3:** Join us! These worksheets, and all the resources in the Digital Impact Toolkit, are developed by, for and with nonprofits. We want to hear your ideas, feedback and requests for new Toolkit resources. Here's how to reach out:

Web: [www.digitalimpact.io](http://www.digitalimpact.io)

Email: [hello@digitalimpact.io](mailto:hello@digitalimpact.io)

Twitter: [@dgtlimpact](https://twitter.com/dgtlimpact)

*Digital Impact is an initiative of the Digital Civil Society Lab at the Stanford Center on Philanthropy and Civil Society. Find us on Twitter at @digcivsoc and @StanfordPACS. Learn more about the Lab at [www.pacscenter.stanford.edu/research/digital-civil-society](http://www.pacscenter.stanford.edu/research/digital-civil-society).*



STEP **1** MISSION

What is your mission statement?

What is the single most important thing your organization is trying to do?

How well are you achieving your mission?

STEP **2** DATA NEEDS

Do you have the data you need? (review Data Inventory)

What other data do you need?

How will you get the data you need?

What is working well?

What else do you need to use the data to its full potential?  
(skills, partnerships, analytic support, etc.)



(Turn over)



**STEP 3** **LOOKING FORWARD**  
(in the next 3 years)

How will you collect, store, protect, destroy, and preserve data?

What skills/policies/practices does your board need?

What staff skills will you need?

What partnerships will you need?

What policy/regulatory changes are on horizon?

What impact will these data resources have on your financial resources? (What's your plan for that?)

**STEP 4** **GETTING THERE**

What are the next three things you will do?  
Who will do them and when?

1)

2)

3)



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## DATA INVENTORY

### STEP ONE

What data does your organization manage?

Thinking about your org chart, who is responsible for this data? (roles)

Where is it? (e.g. cloud, servers, individual laptops, staff phones, board laptops, etc.)

What software is used to manage it? (e.g. email program, database, grants mgmt., cloud, financial)

### STEP TWO

What regulation governs this data? (If you don't know, write "?")

What internal policy governs this data? (If you don't have one, write "N/A")

What data does your organization manage?	Thinking about your org chart, who is responsible for this data? (roles)	Where is it? (e.g. cloud, servers, individual laptops, staff phones, board laptops, etc.)	What software is used to manage it? (e.g. email program, database, grants mgmt., cloud, financial)	What regulation governs this data? (If you don't know, write "?")	What internal policy governs this data? (If you don't have one, write "N/A")



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## ORGANIZATIONAL POLICY INVENTORY

<b>Status</b> (in place, in progress, or TBD)	<b>Who's in charge?</b> (think about your org chart)	<b>Who else needs to be involved?</b> (vendors, dept heads, etc. - internal or external.)	<b>What's needed?</b> (e.g. training, new software, new contracts, etc.)	<b>Dates for next steps</b> <b>review, updates</b>
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Privacy				
Intellectual Property				
Terms of Service				
Vendor Contracts				
Data Philosophies				
Database Licenses				
Consent for Data Use				
Other				
Other				
Other				