Stanford PACS
Center on **Philanthropy and Civil Society**

Digital Civil Society Lab

STEP ONE				**STEP TWO**	
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")