



# Module 3



## Protecting Data Ownership and Privacy

Welcome to Module 3 of the Data System Improvement Toolkit! Maintaining ownership and protecting private information are often cited as priorities by tribal agencies. This module focuses on enhancing the understanding of data ownership and privacy and offers tools for navigating these critical issues with system vendors or developers to safeguard information about the children and families you serve.

### **Ensure data ownership through strong governance.**

Many agencies, and particularly many tribal nations, value the right to retain ownership of the information entered into a data system. This concept of ownership can become complex when data are stored off-site or in a cloud environment and/or when an agency/tribe contracts with an outside vendor or developer. Frequently agencies don't have protocols in place to ensure data are owned by the agency/tribe while providing access to contractors.

### **Secure private client information.**

Tribal programs and their families need to trust that the information being collected is secure and held in confidence. With more frequent security breaches, tribal agencies must understand the implications of where and how data are stored, the type of information that needs to be protected, and the measures to take to ensure the security of client data.

Ensure data ownership through strong governance.

Tool	Type of tool	Description
3.1: Understanding Data Ownership	Guide  <i>Used with Example of Data Ownership Contract Language</i>	This guide defines data ownership and describes the use of ownership agreements and governance planning. The guide describes the core elements of data ownership and includes key considerations for each element.
3.2: Example of Data Ownership Contract Language*	Example  <i>Used with Understanding Data Ownership</i>	This tool provides sample contract language for each of the core elements of data ownership. The contract language supports the development of data ownership agreements.

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Tool	Type of tool	Description
3.3: Guide to Data Privacy and Confidentiality	Guide	This guide presents an introduction to data privacy and confidentiality and will help your team understand what data to protect, with what regulations to understand and comply, and how to work with system vendors to ensure privacy.
3.4: Considerations for Cloud Versus On- Premise Software and Storage	Guide	Careful exploration of where and how data are stored is critical to ensure security and privacy. This tool describes the differences between cloud and on-the-premises storage and software options across numerous categories related to cost, ownership and security, and system function.

Visit [www.tribaleval.org](http://www.tribaleval.org) to download individual tools from this toolkit. Those tools marked with an \* are available in modifiable forms (Word, Excel, or PowerPoint).