DATA INVENTORY

Stanford PACS
Center on Philanthropy and Civil Society
Digital Civil Society Lab

STEP ONE

STEP TWO

What data does your organization manage?	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)	Thinking about your org chart, who is responsible for this data? (roles)	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")