

# **Facts about Data Management**

Data management refers to the approach used by an organization to supervise the data they hold. The data can refer to resources or information stored on computers.

## **Essentials of Information Management**

Companies have their own unique approaches. But four elements are needed for handling data. They are enhancement policy, retention policy, security and ownership.

A company will usually have a change control board. This cluster takes care of the organization's IT (information technology) systems. This group also manages the data. What the change control board does is to test the system before it is approved.

The change control board meets on a consistent basis. Their task is to assess the change request made by the company. They will prioritize and validate all the requests made.

## **Protecting Company Assets**

Protecting company information assets is a component of data management. The procedures will vary depending on what information is being kept. Data security policies vary greatly per company.

Most of them will have retention policies, encryption procedures and access controls. Government facilities have even more stringent processes. The strict procedures are especially required in military institutions.

Apart from the measures mentioned earlier, physical access controls may also be implemented. This means the data is available only to select individuals. This type of information is kept in tightly guarded facilities.

Part of data protection includes the use of passwords. These are necessary so only the right personnel can access the data. The passwords and settings determine how the data will be accessed.

Before employees are given access, the individuals will undergo stringent processes. Auditing steps will also be included in the procedure. The process will vary depending on the company or organization.

## **Data Privacy**

Data privacy has always been a concern in information management. It has become even more so with the increased use of the Web. Data supervision will have several privacy restriction processes. The protection schemes are centered around the data being shared on the Web.

Importance of data privacy can be seen in business transactions. Today, companies that need personal information from customers and clients must sought their approval. They must also inform the customer if the data will be shared with other groups.

## **Data Retention Policies**

These are the guidelines used by an organization for managing data. It focuses on how long the data is to be kept, managed and (if needed) deleted.

The regulations will vary depending on the company. The data policies determine the company retention rules. Policies can be quite complex and strict. This is true for institutions like law enforcement agencies, medical facilities and financial institutions.

If you are running a company, data management is absolutely essential. Without it, handling information that comes in will be very difficult.

### ***References:***

<http://www.tech-faq.com/data-management.html>

<http://www.netbuilders.org/databases/what-database-management-system-2163.html>