Data Inventory Review – Personnel Change

Updating the point of contact in the organization for data inventory records helps maintain data accuracy and compliance. Here's a detailed step-by-step process to do this:

1. **IDENTIFY THE DATA INVENTORY RECORDS TO UPDATE**

   Review your existing data inventory records to identify the assets and processing activities that require updated points of contact. Look for data categories, systems, or processes where personnel shifts have occurred.

2. **IDENTIFY THE NEW POINTS OF CONTACT**

   Work with HR, department heads, or relevant managers to identify the new individuals responsible for specific data assets and processing activities. These individuals will become the new points of contact.

3. **BOOK A CALL OR MEETING**

   Contact the newly identified points of contact to discuss their roles and responsibilities related to data management and the data inventory.

4. **DOCUMENT THE UPDATES**

   Update your data inventory records to reflect the changes. For each data category, system, or process, record the new point of contact, their role, and their contact information. Document any other pertinent details gathered during the interviews.

5. **REVISE DATA GOVERNANCE DOCUMENTATION**

   Ensure that your data governance policies and procedures are updated to reflect the new points of contact. Define their roles and responsibilities within data governance guidelines.

Depending on the number of data inventory records and the scale of personnel changes in your organization, you may need to use time blocking to work through each step until you complete the process.