



VALUETANK

CDO.tools

Information assets management system

ValueTank Sp. z o.o.  
Al. Jerozolimskie 134  
02-305 Warszawa

„To manage your data, you have to know your data.  
You have to know **what data** you have, **where** you have it, **why** you have it and **how** you use it.”

**Brian Boyd, IAPP**

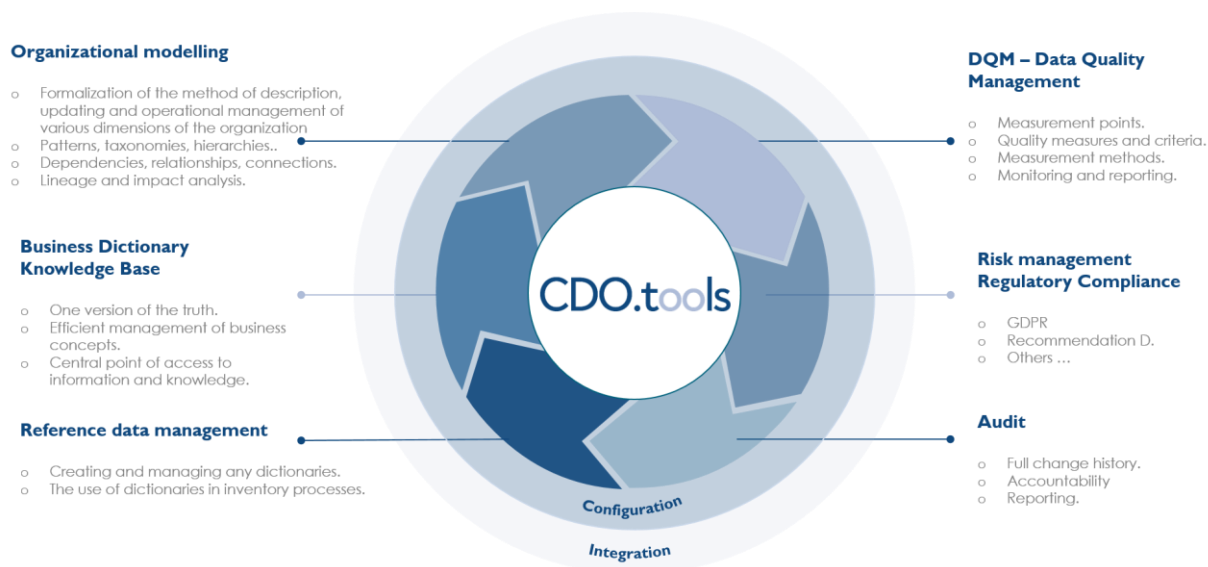
International Association of Privacy Professionals

Knowledge gives you comfort similar to the one we have while traveling thanks to the current satellite navigation. We just know which way is best to go. Ideally, the knowledge should be available when we need it, but don't have much time to search for it. It is similar in business. Knowledge built based on the conscious use of data helps to meet the changes of the digital world, minimize the risk of penalties for non-compliance with GDPR or industry regulations, avoid the consequences of late or wrong decisions. Finally, stop wasting the time of highly paid professionals constantly searching for data and checking that it is of good enough quality. Stop searching for answers to long-solved questions ...

A good practice that helps organizations learn and understand their own data, realize their importance and start building new value is the Data Governance methodology, especially if it is implemented with the support of dedicated IT tools. CDO.tools is one of them.

## CDO.tools

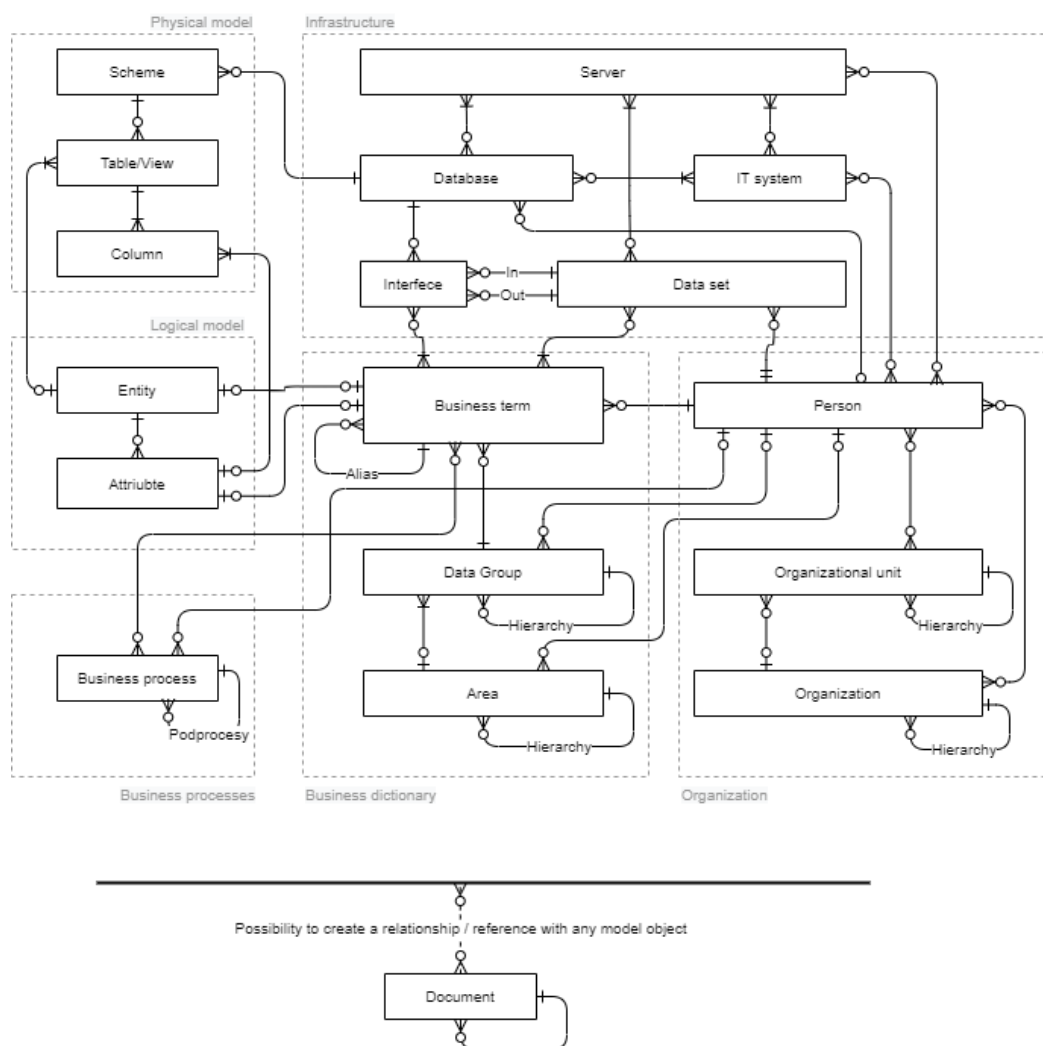
A fully configurable system supporting the implementation and maintenance of Data Governance, Meta Data Management and Data Quality Management processes. CDO.tools formalizes and standardizes the process of creating a map of connections between various dimensions of the organization, supporting conscious management based on reliable knowledge.



The system comes complete with a "start package" that allows you to get started quickly.

## Data Governance Module

It allows you to quickly start cataloging your company's information resources in an orderly manner (predefined templates) and in a controlled environment (roles, permissions). It is an excellent basis for further independent development carried out by your own trained employees (business administrators).



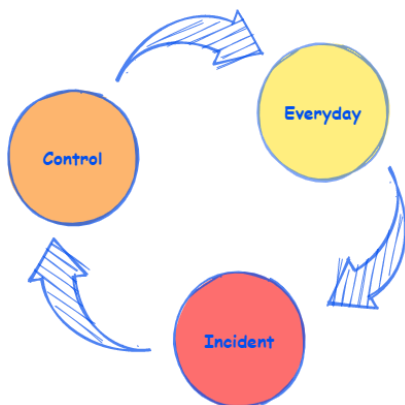
For simplicity, the attributes have been omitted, and the multiplicities of the relations are a proposal and can be freely configured.

### Selected areas of support

- Modeling information resources of the organization,
- Data architecture management,
- Business dictionary,
- Reference dictionaries,
- Technical metadata repository,
- Document repository,
- Graphical analysis (full Business 2 Technical lineage),
- Full history tracking and auditability.

## GDPR Module

It is based on the concept of the **3 GDPR pillars - Control, BAU, Incident**



**CONTROL** – it can happen at any time.

In this case, every organization that processes personal data should efficiently present how it performs all the tasks and fulfills all the obligations imposed by the Regulator. The GDPR Module supports the organization in this situation by providing, at the request of the controllers', all the necessary information, including:

- Record of personal data processing activities,
- Record of all categories of personal data processing activities,
- Risk reviews registry,
- Agreements registry,
- ...

**BAU (Business As Usual)** - that is, the state of permanent readiness for control ...

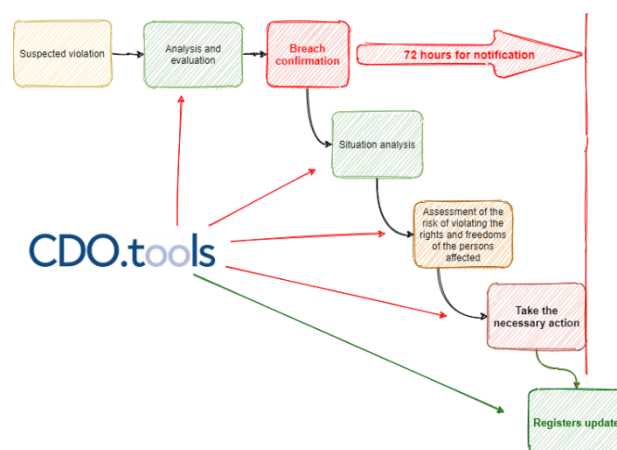
Preparing for audits and maintaining such readiness is the best way to ensure, that every organization has an efficient system of personal data protection. However, this requires the implementation of basic work, consisting of cataloging and linking together all the elements of the information space involved in the processing of personal data, and then maintaining this map in a state of constant compliance with reality. The GDPR module supports and automates these activities by extending the functionality of the Data Governance Module with elements dedicated to handling information specific to the GDPR context.

**INCIDENT** – what if it does happen?

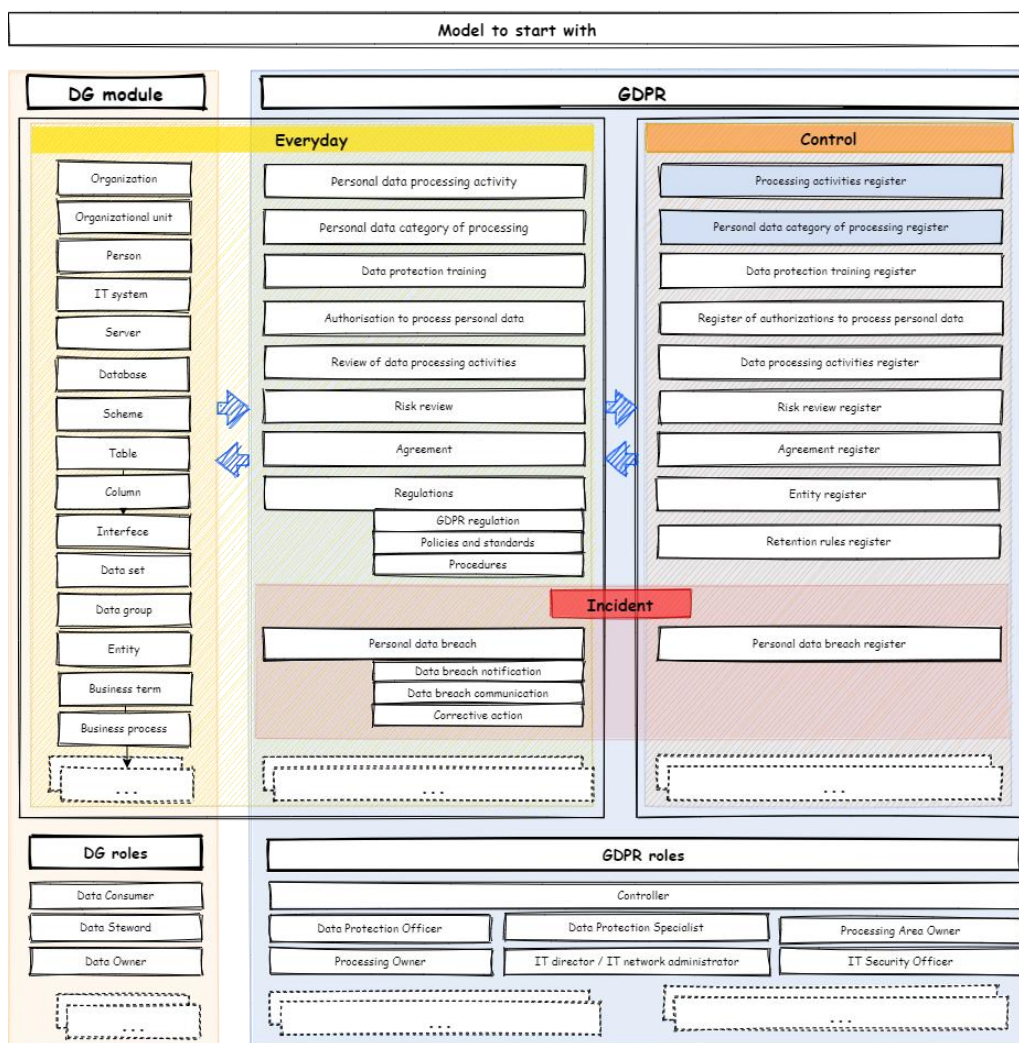
Like for audit, every organization should be prepared for incidents. They just happen. Even in the organizations that manage risk at the best level.. However, if personal data processing and the environment in which it is being processed are properly documented, then in the event of problems, the organization is able to react efficiently, quickly and adequately.

Together with the GDPR Module, we provide dedicated dictionaries, including, among the others the dictionary of :

- Personal data processing purposes,
- Personal data categories,
- Recipients categories,
- Persons categories
- Legal reasons for personal data processing,
- ...



## CDO.tools



## DQM Module - Data Quality Manager

Being aware of what data an organization possesses, where and how they are processed and who is responsible for them, is just the first step on the way to conscious data use. The next one, equally necessary, is to ensure and maintain their quality.

**The elements of an effective data quality maintenance system include:**

- **managing the data architecture**, which results in dividing data into Data Areas and Data Groups and indicating responsible users (Data Owner, Data Steward, ...),
- **managing the rules of data quality monitoring**, and as a result defining:
  - Data Quality Measurement Points,
  - Data Quality Measures,
  - Data Quality Measurement Methods,
  - Threshold Values
- Ensuring, that an ongoing data quality control is being performed by all employees, in every business process,
- monitoring the data quality,
- managing the Data Quality Incidents.

## Assuring data quality requires support from dedicated IT tools.

### CDO.tools DQM Module is such a tool

It uses the full capabilities, offered by the above-described basic CDO.tools modules and upgrades them with functions dedicated to measuring and manage data quality.

**Business users** can define their expectations as far as quality through the use of business terms (e.g. "Institutional customers must have a NIP number"), and then monitor the status of their implementations thanks to dedicated quality dashboards.

**IT Specialists**, on the basis of those definitions, can design tests to verify the quality of real data in the physical world (databases and data sets), run them, monitor the results and react accordingly.

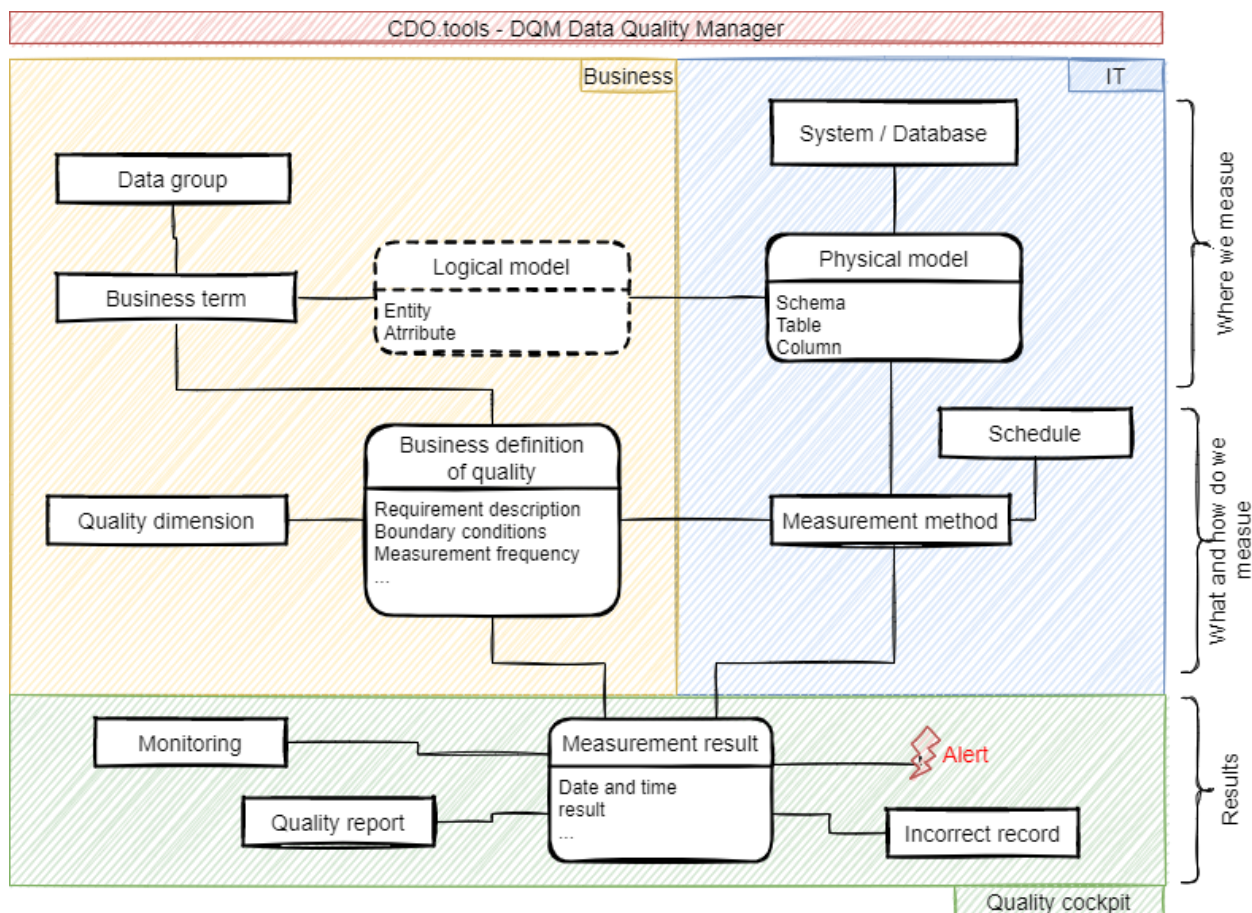
The DQM module allows executing **scheduled and ad-hoc quality tests** based on:

- local and remote database servers
- data prepared in the form of text files (csv).

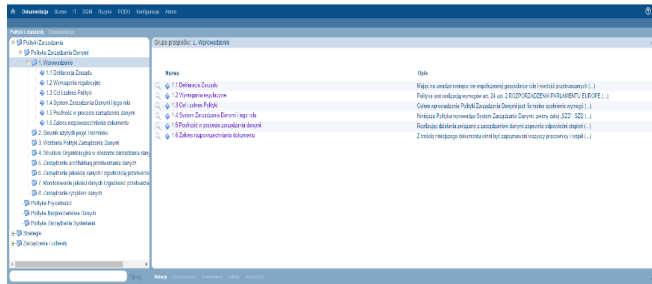
It also supports the integration of quality measurement results carried out by other measurement systems operating in the customer's environment, as well as those delivered manually, e.g. as Excel files.

**CDO.tools DQM supports the construction of a quality management system, including:**

- Defining Dimensions through which quality is measured (Completeness, Consistency, ...)
- Defining Measurement Points, based on a map of resources (Data Governance Module)
- Defining Quality Criteria for each Measurement Point
- Defining and executing quality tests (scheduled or ad-hoc)
- Monitoring results through dedicated quality dashboards
  - Status, trend, aggregation,
  - Notifications in case of exceedances (an internal CDO.tools message, email, JIRA)
  - Access to incorrect data for verification purposes
  - ...

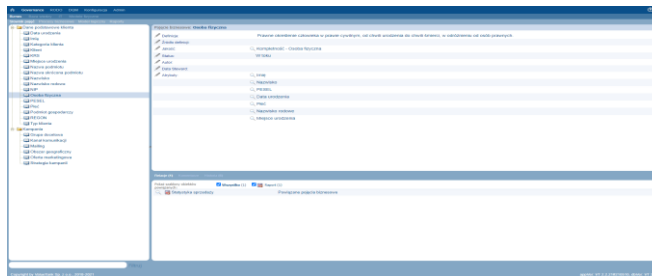


## CDO.tools – user comfort – example screens



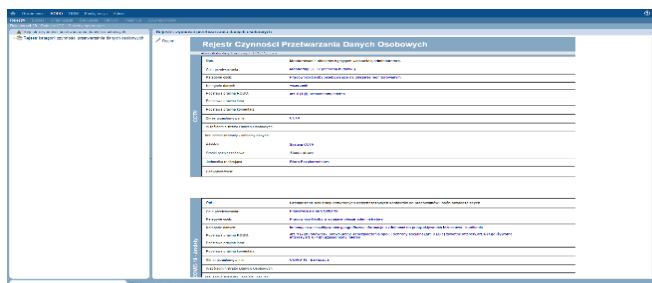
## Data Governance module

- Knowledge base



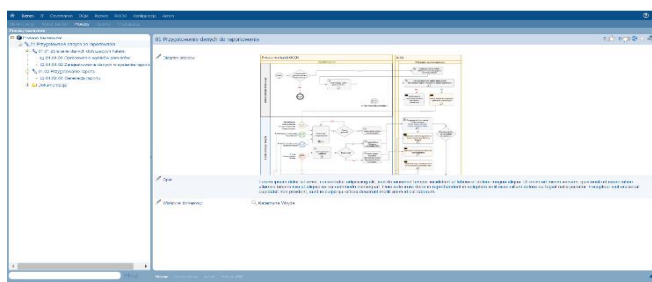
## Data Governance module

- Business terms dictionary



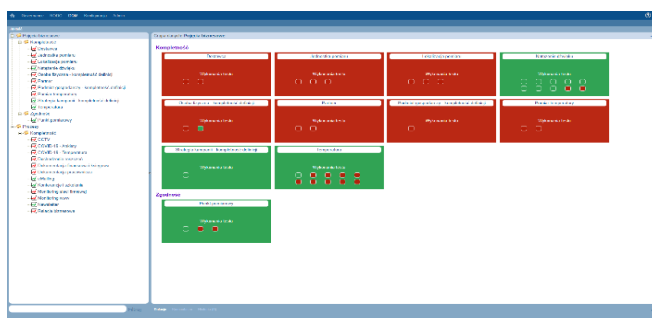
## GDPR module

- Processing activities registry



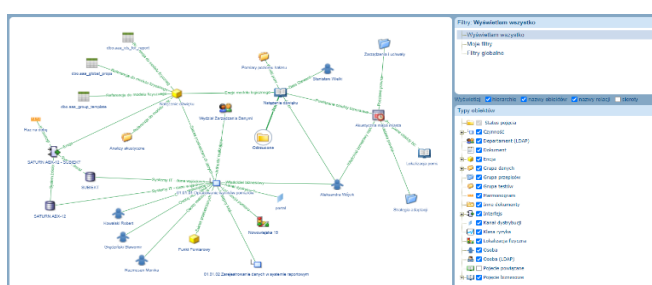
## GDPR module

- Personal data processes



## DQM module

- Quality dashboard



## GRAF module

- Interactive analysis,
- Lineage

## A few words about us

**ValueTank** is a provider of **consulting services** and **IT solutions** supporting the most important areas of business management. We provide a unique combination of **knowledge and experience** as well as excellent understanding of the realities of the Polish market. We guarantee effective assistance wherever the use of modern management methods and technologies is crucial to ensure the **strategic development of the organization**. We direct our offer to both commercial enterprises and the public sector.

Our goal is to act in such a way that ValueTank is recognized as the best, most trustworthy company, appreciated by customers for the level of all provided services :

- we provide **pragmatic solutions to business problems**, based on modern technologies and best management practices,
- we build **lasting relationships with customers** thanks to services provided based on the principles of the highest quality, transparency and honesty in operation,
- we engage in projects in which we participate, because we believe that thanks to us, there is a **positive change in the company** and in the life of each of our clients,
- we are **creative** because we know that no two people and situations are the same.

**We support our clients** in the area of preparation and implementation of regulations, processes and organizational solutions as part of corporate information management programs (architecture, quality), as well as ensuring information governance (**Data Governance**).

**We provide information which supports management.** We help to standardize the structure of management information in the company and provide managers with access to knowledge necessary for strategic and operational management . We implement comprehensive Data Governance models. We design and build complete Business Intelligence and Corporate Performance Management solutions.

**We help manage programs and project portfolios.** We have both methodological knowledge and practical experience, which we offer to clients who want to implement new or optimize existing standards and organizational solutions in the area of project, program and portfolio management.

**We ensure the success of each project.** We help to manage even the most complex projects and solve non-standard problems. We offer services in the area of comprehensive Project Management, quality , architecture, requirements, risk and security management.

**We train managers and employees.** We implement comprehensive consulting and training projects and help plan and shape career paths of individual managers and employees. We support our clients' organizations in the field of project management, human team management, customer service and sales.

## Let's talk!



**Aleksandra Wójcik**

Information Management  
**Product Manager**  
mobile: **+48 661 604 950**  
[awojcik@valuetank.com](mailto:awojcik@valuetank.com)



**Piotr Nowak**

Information Management  
**Business Unit Manager**  
mobile: **+48 504 144 812**  
[pnowak@valuetank.com](mailto:pnowak@valuetank.com)