Information Lifecycle Management
Overview

Vision Statement

ILM serves as a unified strategy for
managing enterprise information for Discount Tire.

Mission Statement

To ensure that information is effectively and efficiently managed
throughout its lifecycle in support of Discount Tire's immediate
and future operational, environmental, risk, legal, and regulatory
requirements.

PROGRAM FRAMEWORK

Information Lifecycle Management is an integrated framework of policies, processes, tools, and techniques that enable the organization to achieve its goals and maintain trustworthy evidence of business activities.


ILM INFORMATION LIFECYCLE MANAGEMENT PROGRAM
A Unified Strategy for Managing Enterprise Information for Discount Tire

OPERATING PRINCIPLES
- Standardization
- Risk Minimization
- Collaboration
- Information Governance

CORE ELEMENTS
- Privacy
- Security
- Retention & Disposition (RIM)
- Litigation & Regulatory Compliance

AREAS OF FOCUS
- Policies & Procedures
- Data Inventory
- Technology
- Accountability

Internal Use Only
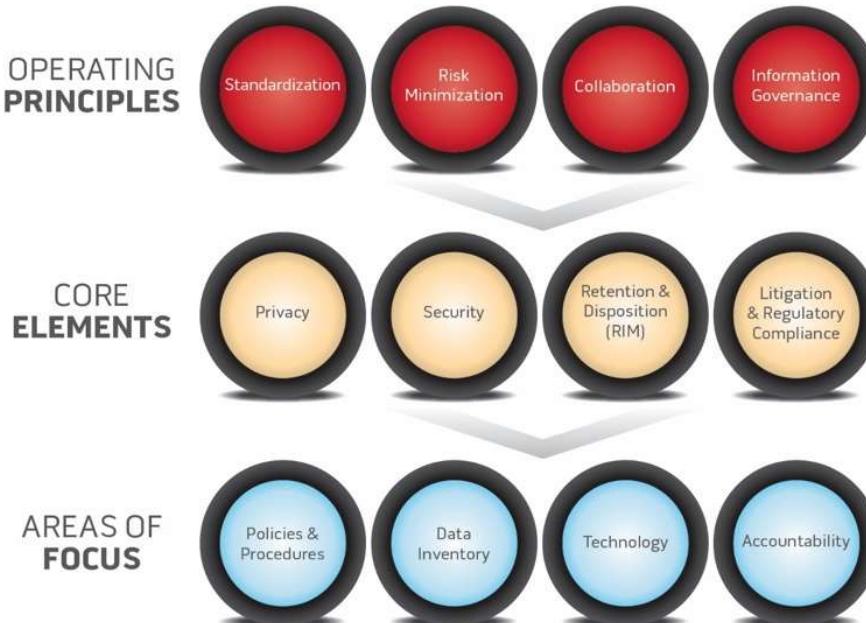
PROGRAM LEADERSHIP

Governance and stewardship of enterprise information are a shared responsibility across the Business, IT, and Legal. ILM is comprised of a cross-functional Core Team tasked with developing stewardship and socialization program elements to embed ILM within the day-to-day operations of Discount Tire.
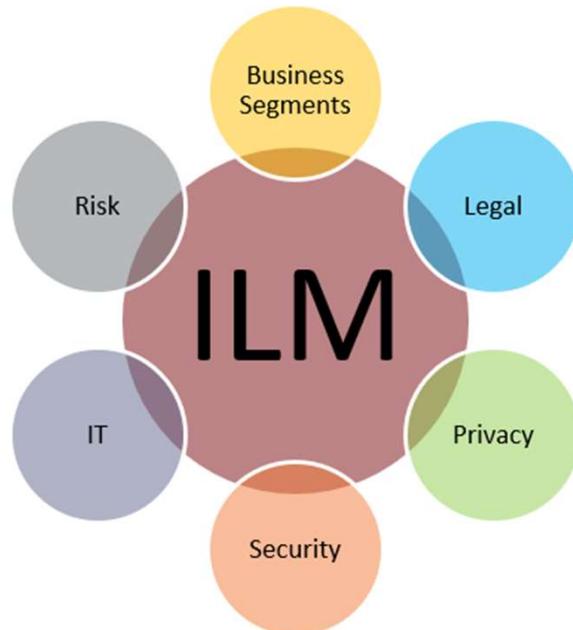
Cross-Functional Core Team Representation
Enterprise Architecture
Finance
Omni
Product
PeopleCare
Risk Management & Operational Quality (RMOQ)
Security

GUIDING PRINCIPLES

Discount Tire takes great pride in making the employee and customer experience inviting, easy, and safe.
ILM supports this strategy through trust, transparency, and accountability in the way information is managed at Discount Tire.

Minimize risks by meeting legal and regulatory requirements for properly securing, protecting, retaining and deleting information that no longer has a legal or business value.

Enable users to work efficiently and effectively by creating an environment that allows them easy access to the right information at the time to do their job.

Transparency	Accountability
Retention	Disposition
Availability	Integrity
Protection	Compliance

ARMA The Principles®

Internal Use Only

CORE ELEMENTS

ILM sets out to evolve Discount Tire's capabilities for effective information management in the following groupings of activities.

Privacy

- Privacy Policy & Trust Center
- Data Map Sustainment
- Customer DSAR Request Process
- Program Awareness & Training (internal)

Information Management

- Data Minimization
- Corporate Records Transformation (i.e., TRIM replacement)
- Legacy Data Remediation

Security & Protection

- New Technology Reviews
- Enhancement of Policies and Controls (e.g., Identity & Access Management, DLP)

Litigation

- Leverage eDiscovery tools to execute Legacy Data Remediation
- Implement Legal Holds across company systems

CORE COMPONENT

The Data Map provides a view into Discount Tire's information landscape with ability to focus on information risks, facilitating a risk-based prioritization approach to policy implementation to limit business disruption.

ROADMAP 2022

	Q2	Q3	Q4
ILM	Policies and Procedures ⭐		
		Define M365 Governance Strategy	
		Launch Information Steward Program ⭐	
		TRIM Replacement (Discovery & Business Requirements)	
Privacy	Program Maturity		
			Updated Privacy Policy and Launch New Portal ⭐
	Data Map Enhance & Sustain		
RIM		Update Records Retention Schedule ⭐	
		ROT Remediation POC for RMOQ ⭐	
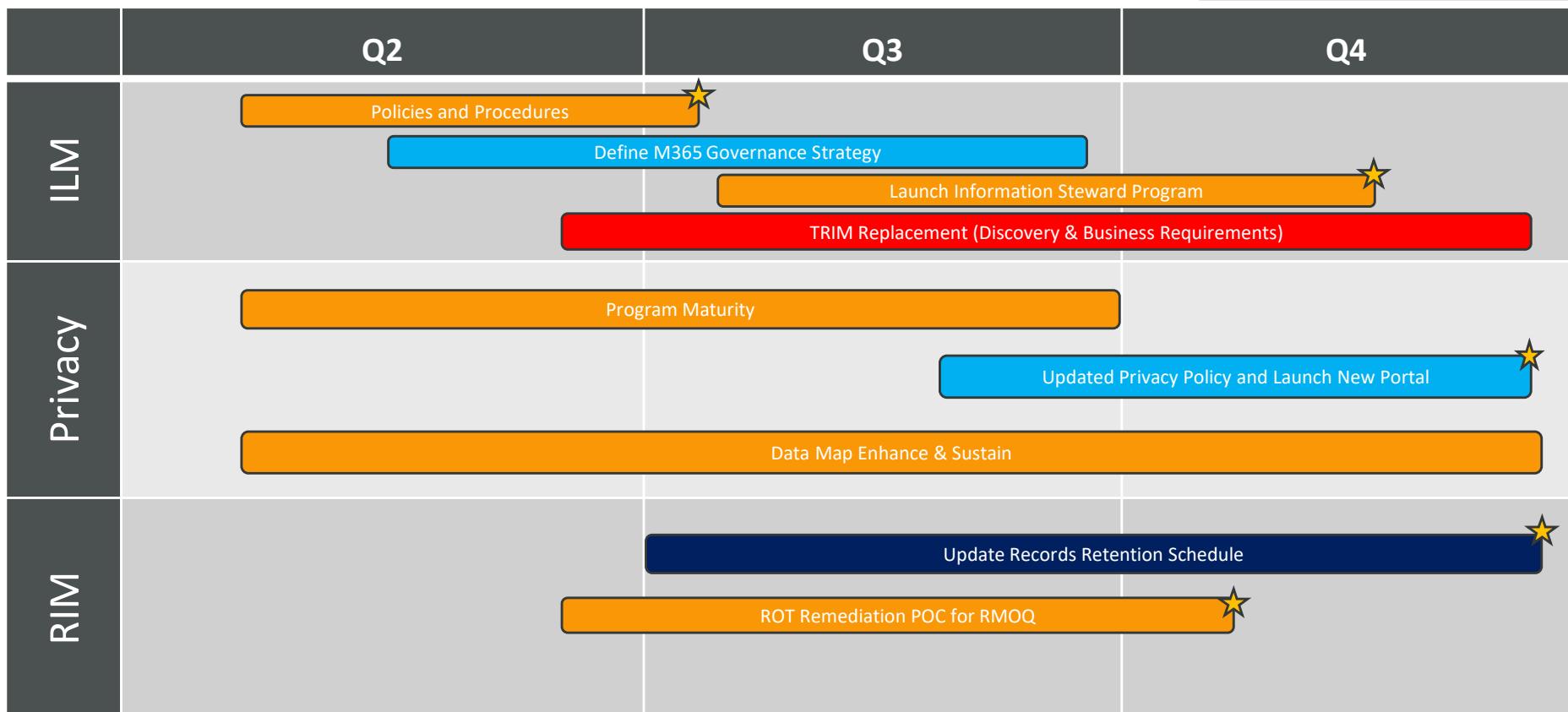
TECHNOLOGY

Meru Data
- World Class MSP and technology platform supporting the Data Map and Privacy Portal. Will expand to house our Retention Policy and Schedule.

Ricoh - OpenAxes
- World Class MSP and technology platform supporting data review and evaluations relative to ILM efforts in privacy, litigation, and RIM.

- TRIM Replacement under construction

CONTACT US

- For more information contact the ILM team at ilm@discounttire.com