

# Data Governance Checklist

for Life Sciences Companies

## Is Your Data Governance Strategy Ready for Your Next Milestone?

At Egnyte, we understand that strong data governance is the foundation for regulatory success, operational efficiency, and milestone readiness. From IND submissions to M&A diligence, your ability to manage, secure, and prove the integrity of your data is critical.

This checklist will help you assess whether your organization is truly audit-ready and prepared for what comes next.

### Centralized & Governed Data Foundation

- Structured and unstructured content are managed by a unified data governance structure.
- The organization operates from a single source of truth across research, clinical, and quality data.
- Data can be clearly traced from source to submission.

### Data Classification & Context at Scale

- Data is supported by metadata to ensure it's discoverable, contextualized and usable across teams.
- Data is subject to risk-based classification aligned to regulatory and business requirements.
- Ensures data is discoverable, contextualized, and usable across teams.
- Standardized taxonomy and classification of data is easy to apply and monitor.

### Secure Access & External Collaboration

- Role-based access controls are enforced across internal and external collaborators.
- Sensitive data is easily identified and can be secluded from inappropriate sharing.
- The principle of least privilege (PoLP) is applied to all data and easily monitored.
- Surveillance mechanisms are in place to detect and auto-correct access threats based on risk.

### Automated Compliance & Lifecycle Management

- Retention, archival and deletion (RAD) policies are based on data classification.
- Changes in data classification are easily applied across historic data.
- RAD and other data governance policies are automated across all data.
- Document versioning is standardized and traceable across its lifecycle.

## Operational Efficiency & Workflow Automation

- Data ingestion, classification and routing is subject to standardized workflows.
- Intelligent document processing (IDP) is leveraged to embed quality into data workflows.
- Data pipelines are highly visible and subject to automation, ensuring high data integrity is built in by design.
- Employees report spending majority of time in value-added work over content administration.

## Continuous Inspection Readiness

- Compliance posture is visible and risks are easier to assess.
- Data governance policies are proactively applied to the appropriate data types.
- Audit and inspection documentation is quickly identified, produced, and shared.
- Policy gaps, anomalies, and violations are detected, assessed, and supported with documented resolution decisions.

## Audit Readiness & Traceability by Design

- Data traceability is supported by end-to-end audit trails.
- Audit trails are accessible, searchable, and comprehensible.
- GxP data is maintained in compliant and validated systems.
- File versions are supported by unique checksum values, providing evidence of data integrity.

## Scalability for Growth & Milestones

- Data systems easily scale with increasing data volume, complexity and global collaboration.
- Data systems evolve in real time to changes in regulatory requirements.
- Data systems enable concurrent collaboration while restraining data sprawl.
- Data systems augment operations, ensuring data is an asset rather than a vulnerability.

### Ready to Assess Your Data Governance Maturity?

Use this checklist to identify gaps that could delay your next milestone—from IND submissions to inspections and M&A diligence. Discover how leading life sciences organizations are building audit-ready, scalable governance frameworks that reduce risk, improve collaboration, and accelerate time to market.

Learn more at: [www.egnyte.com/solutions/life-sciences](http://www.egnyte.com/solutions/life-sciences)



Egnyte is a leader in secure content collaboration, intelligence, and governance, trusted by more than 23,000 customers to increase employee productivity, drive operational efficiencies, and secure mission-critical content. Egnyte's AI-powered platform empowers organizations to create, share, and protect their information at scale, with specialized solutions designed to meet the unique needs of organizations in architecture, engineering, and construction (AEC), financial services, life sciences, and other industries. For more information, visit [www.egnyte.com](http://www.egnyte.com).

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