Priva SRR

What is it	Where is it and what to do
Regulations and laws such as the GDPR (General Data Protection Regulation and the CCPA (California Consumer Privacy Act) impact people around the world and set rules for how organizations store and process personal data. They also give people the right to manage their personal data being shared with different service organizations. Certain regulations allow individuals to make requests to review or manage personal data about themselves that companies have collected. Priva Subject Rights Requests provides you with the capability to automate data subject rights fulfillment with easy access to relevant data and customizable workflows that fit into existing business processes.	Navigate to https://compliance.microsoft.com From the left side navigation menu, click on **Priva Subject Rights Requests**
The main page provides a status view of active Subject Right Requests. The first report shows the number of available SRRs. The **Status** report shows the number of active, overdue, and closed requests. The **Top request types** report shows a chart view of the types of requests that have been processed by your organization (regardless of the status). The table report below the chart has a preset filter to show the active SRRs. The filter can be removed to view all requests.	On the **Status** report, you can click on any of the filters to interact with the report. On the **Top request types report** you can interact with the chart by filtering out the request types you don't want to see by clicking on the legend.
Subject Rights Requests provide a wizard that can guide you through the creation process. Once created, Priva will search for and locate the data based on the supplied values within your O365 environment.	1. Click on **Create a request** from the top right corner of the dashboard. 2. To begin the process, supply the solution with the **First Name, Last Name, and Email** of the data subject the search is being performed for. 3. Next, select the **residency** location of the data subject. 4. You can also capture the relationship of the data subject to your organization. 5. Click **Next**

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	6. In this section, you can specify the locations you want to search for information about the data subject. You can restrict the SharePoint sites and the exchange mailboxes if needed. 7. Click **Next** 8. On the **Search Settings** page, check the boxes for **Refine your search** and **include content authored by the data subject** 9. You can also check the box **Get an estimate first** if you are unsure of the volume of data you might retrieve and would like to get a view of volume before generating the collection. 10. Click **Next** 11. The **Personal attributes** pages enable you to specify additional data values to search for in the content. This can include things like Names, nicknames, addresses, ID numbers, additional email addresses or other values. 12. Click **Next** 13. On the **conditions page**, you can specify conditions to control the retrieved data set. For example, a search time frame, items tagged with specific retention labels, and others. 14. Click **Next** 15. The **Request Type** page enables you to specify the type of request as each provides different outputs. - Access requests, provide a summary of information - Export requests, provide a full data set that can be exported and provided to the data subject - Tagged list, provide a list of items that might require review for additional action

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	16. If the request is following or tied to a specific privacy regulation, you can select the relevant one from the list. 17. Specify the **deadline** to provide the information to the data subject. 18. Click **Next** 19. On the **Request Name** page, provide a name and description for the request 20. Click **Next** 21. On the **Review and Finish** page, review the information you have provided for the request and confirm it is all correct before clicking on **Create Request** Note: once a request is created, you can see the status and stage on the dashboard page. The processing and search of data will require some time. This will vary depending on how big your environment is. When the request is ready, you will see the stage in a **Review Data** stage
You can review data collected in an SRR and remove non-relevant data, or redact the sensitive data from the set prior to providing the data subject with data export.	1. On the dashboard page, click on an active SRR that is in a **Review data** stage. **The Overview Page** provides a snapshot view of the status of the order, its progress, and the number of data items found and locations, as well as the priority items to review. **Priority items** are identified as a priority during collection based on the content containing sensitive data (where you have applied a sensitivity label) or it contains multi-person data. 2. Navigate to **Data Collected** tab to review the data that has been collected for the review

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	You can use filters to filter data based on location, priority types (if priorities have been identified), tags, owner, and others. If you click on an item in the list, it will be opened to view in the display pane in the right-side pane. 3. Open a file in PDF or word format. In the display pane, you can see on the top 4 tabs to view the file. - **Source**: shows the source metadata of the file - **Plain text:** strips any formatting from the file and shows the content in plain text - **Annotate**: provides controls to remove drawing, redact text, and highlight or color text in the file. - **Details**: provides document details like Owner, location, review status, and last modification date. - **File Notes**: provides you the ability to include notes against the file. If you will tag it for review to be completed by a different user, you can add your notes in this section. 4. When you have finished, review the file, on the list pane, you can choose the appropriate action for the specific file. You can choose to: - Include: includes it in the final output - Exclude: exclude the file from the final output - Not a Match: marks the file as irrelevant to the search - Reset: resets the status of the file

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	- Tag: enables you to tag the file for further action - Complete Review confirms the status of all files and moves the workflow to the following step. On the tab set on top of the page, you can navigate to the **notes** section to create or view notes created by any reviewers on the case. Under **Collaborators**, you can add additional personnel to collaborate with you on the case. Priva also enables you to collaborate on the case within Microsoft Teams. As soon as collaborators are added, a private Teams site or channel will be created with the identified collaborators added to the team. The **Reports** tab provides a list of reports that you can export with the status of your review set data. Files tagged for follow up for example or those tagged to be excluded. 5. When your review of all files is complete, you can click on **Complete Review** at the top right corner of the page. This will start processing of the files and produce an export data det under the **reports** tab. Note: the system will take some time to produce a an export output set.