# PIA Report Generation

## Report Creation Tool

Current PIA report is created with the macro “Privacy Report Generator”. Latest version, as of April 15, 2019, is 2.02.

## Report Distribution Frequency

Currently, report is distributed on Monday every week.

## Data Required:

The following data sources are used to create “Privacy report”

1. “Numerify report for GBS Applications”
   1. Represents GBS apps currently in scope
   2. Procedure to retrieve it is the following: Go to “[png.numerify.com](http://www.png.numerify.com)” -> “GDPR Team” -> “Application Tracker” -> “GBS/IT VP-Inventory Details” and click “*Export data”.*
   3. Columns used are “MEGA ID”, “Data Asset Name”, “GDPR Grouping”, “L1 Owning Organization”, “P & G Asset Owner”, “Application Lifecycle Status”, “Application Repository Type”, “Application Nature” and “Privacy Risk”.
2. “Numerify report for Non-GBS Applications”
   1. Represents Non-GBS apps currently in scope
   2. Procedure to retrieve it is the following: Go to “png.numerify.com” -> “GDPR Team” -> “Application Tracker” -> “Local/Regional Project Teams“ and click “Export data”.
   3. Columns used are “MEGA ID”, “Data Asset Name”, “GDPR Grouping”, “L1 Owning Organization”, “P & G Asset Owner”, “Application Lifecycle Status”, “Application Repository Type” , “Application Nature” and “Privacy Risk”.
3. “iRisk” export files (currently sent to me automatically on Sunday) – the following files are used:
   1. “iRisk Privacy Report”
      1. Contains privacy data for each app
      2. Columns used are “MEGA HEX ID”, “Assessment Status”, “Due Date”, “Submitter”, “Submission Date” and “PRV-0018”.
   2. “Applications with BIA scores”
      1. Contains BIA details for every app
      2. Columns used are “MEGA HEX ID”, “BIA Confidentiality”
4. Legacy Privacy data
   1. List of apps for which privacy assessment has been completed last year
   2. This report contains static data stored in tab “LegacyData”
   3. Only column used is “HexaIdAbs” (This is MEGA ID)
5. Legacy iRisk Data
   1. List of apps for which iRisk assessment was completed in the old system
   2. This report contains data stored in tab “LegacyiRisk”
   3. Data is expected to be static, but it may change in the future
   4. Columns used are “Created Date” and “MEGA Hex ID”

## Report Elements

Current Privacy report has the following tabs:

1. **Report 1** – Represents the distribution of apps per Privacy Assessment status and Owning Organization, expressed in absolute numbers, with additional distribution by Group and Privacy Risk Level. It also contains breakdown of completed apps by PIA/DPIA assessment and owning organization. It includes apps from all life cycles.
2. **Report 2** - Represents the distribution of apps per Privacy Assessment status and Owning Organization, expressed in percentages, with additional distribution by Group and Privacy Risk Level. It also contains breakdown of completed apps by PIA/DPIA assessment and owning organization, and provides compliance percentage indicating how many of the assessments initiated in iRisk are completed. It includes apps from all life cycles.
3. **Report 1 (Launch-Leverage)** - Represents the distribution of apps per Privacy Assessment status and Owning Organization, expressed in absolute numbers, with additional distribution by Group and Privacy Risk Level. It also contains breakdown of completed apps by PIA/DPIA assessment and owning organization. It only includes apps which are in life cycle “Launch/Deploy” and “Leverage/Optimize”.
4. **Report 2 (Launch-Leverage)** - Represents the distribution of apps per Privacy Assessment status and Owning Organization, expressed in percentages, with additional distribution by Group and Privacy Risk Level. It also contains breakdown of completed apps by PIA/DPIA assessment and owning organization, and provides compliance percentage indicating how many of the assessments initiated in iRisk are completed. It only includes apps which are in life cycle “Launch/Deploy” and “Leverage/Optimize”.
5. **iRisk Dashboard** – Represents list of apps in scope which are currently in iRisk. For each of those apps, it provides the following details: BIA Confidentiality, Privacy Risk, Group, Owning Organization, P&G Asset Owner, App Lifecycle Status, Application Repository Type, iRisk Assessment Status, PIA/DPIA/None Assessment Status, Submitter and Submission Date.
6. **Apps Not Assessed** – Represents list of apps for which the compliance assessment is not provided in either iRisk or legacy systems (these require special attention). The following details are provided: Owning Org, P & G Owner, BIA Confidentiality, Privacy Risk, Group and Application Lifecycle Status.
7. **Excluded Apps** – Represents list of apps which exist in export, but should be excluded for certain reason. This reason is described in column “Reason for exclusion”.

## Report Creation

1. From the apps listed in “Numerify report for GBS Applications”, a list of valid apps is created by clearing those which:
   1. Have application life cycle status “Sunset” or “Retired”
   2. Have application nature “Components”, “Releases”, “Component Releases”, “Instances” and “Instance components”
   3. Are in exclusion list
2. Data for reports is created in the following way in tab “Apps Conso”
   1. Firstly, the apps list with basic data (MEGA ID, Owning Org, Life Cycle status) is copied from apps list to apps conso
   2. Secondly, for each app in scope, its assessment status is determined and put as number in column “Category”:
      1. First, it is checked whether the application has been completed in new iRisk. This is done by checking the tab “Privacy Data”. If the app is listed in the above file and its assessment Status is “Complete” or “Cancelled” it is counted as “Completed iRisk (indicated by number “2” In column “Category”.
      2. Second, if the app is not completed in iRisk, it is checked whether it is completed in Legacy data. If it is, it is counted as “Completed Legacy” (indicated by the number “1” in column “Category”).
      3. Thirdly, if the app is not completed in iRisk and “Legacy Data”, it is checked whether it is completed in old iRisk (tab “LegacyiRisk”). If the app has been completed in old iRisk, it is counted as “Completed old iRisk” (indicated by the number “5” in column “Category”).
      4. If the app is not completed in any of the above systems, it is checked whether it is a work in progress in new iRisk. If the app is listed in the file “Privacy Data” with the Assessment Status other than “Complete”, it is counted as “iRisk Work in progress” (indicated by the number “3” in column “Category”)
      5. Finally, if the app is neither complete nor WiP in new iRisk, it is counted as “Gaps - Neither in iRisk nor in Legacy” (indicated by the number “4” in column “Category”).
   3. Thirdly, additional data needed for summarization is retrieved in columns “PIA/DPIA Risk”, “Group”, “Risk Level” and “BIA Confidentiality” – this is used to create summarization by these parameters in the report
   4. Finally, report tabs are populated by summarizing the data from tab “Apps Conso”
      1. “Report 1” and “Report 2” are populated by counting numbers for all apps
      2. “Report 1 (Launch-Leverage)” and “Report 2 (Launch-Leverage)” are populated by counting numbers for apps where life cycle is “Launch/Deploy” or “Leverage/Optimize”
      3. In all reports, summaries are broken down by Owning Organization and Privacy Risk. In addition, Apps not assessed are broken down by group as well. Summarization by PIA/DPIA/None is also provided for apps completed in new iRisk.
      4. Numbers are grouped in the following way
         1. Column “D” contains apps counted as “Completed Legacy”
         2. Column “E” contains apps counted as “Completed old iRisk”
         3. Column “P” contains apps counted as “Completed iRisk”
         4. Column “J” contains apps counted as “iRisk Work in Progress”
         5. Column “N” contains apps counted as “Gaps - Neither in iRisk nor in Legacy”
      5. Additional summaries are provided
         1. “Total compliant” is calculated by adding columns “D”, “E” and “F”
         2. “Total non-compliant WiP” is equal to columns “J”
         3. “Total non-compliant no WiP” is equal to column “N”
         4. “% Privacy/PIA Compliance in iRisk” is calculated by dividing the total number of completed assessments in iRisk with the total number of assessments in iRisk
         5. “iRisk PIA/DPIA assessment” section is created by breaking down the number of apps completed in iRisk by PIA/DPIA assessment category (which can be “PIA”, “DPIA” or “None”)
3. “Dashboard” tab is populated by
   1. Retrieving the list of all apps which are in scope – columns retrieved are “MEGA ID”, “Data Asset Name (Application Name)”, “BIA Confidentiality”, “Privacy Risk”, “Group”, “Owning Organization”, “P&G Asset Owner”, “App Lifecycle Status”, “Application Repository Type”
   2. Filtering out all apps which are not in iRisk (checked against report “iRisk Assessments with issues”)
   3. For the remaining apps, retrieving “iRisk Assessment Status”, “PIA/DPIA Assessment Status”
   4. Then, for the remaining apps, retrieve most recent “Submitter” and “Submission Date” from tab “Privacy Report”.
      1. Data for “Submitter” is in the column “Submitter”, while the data for “Submission Date” is in the column “Submission Date”.
      2. For each app:
         1. Both “Submitter” and “Submission Date” may be blank – in that case, no data is taken
         2. Both “Submitter” and “Submission Date” are filled in – in that case, copy both values to Dashboard
         3. “Submitter” may be filled in, but “Submission Date” may be blank – in that case, copy “Submitter” and “Due Date” to dashboard
      3. In some cases, there may be multiple submissions for one MEGA ID
         1. If there are multiple lines for one app, take the one where “Submitter” is populated (if submitter is not populated, then no need to consider the app)
         2. If the “Submitter” is populated for multiple lines, take the one which has “Submission date” filled in
         3. If the “Submitter” and “Submission Date” are populated for multiple lines, take the one with more recent “Submission date”
         4. If the “Submitter” is filled in for multiple lines and none of the lines has “Submission Date”, take the one with the more recent “Due Date”
4. “Apps Not Assessed” tab is populated with details for apps which are not assessed in either “iRisk” or legacy reports