# User manual
# Data Management

This standard is used by:

CERRIX B.V.

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# 1. Introduction

This user manual describes the use of the DataManagement module for CERRIX. This module enables the registration of data processing's and the linkage of DataManagement MoIs.

## 1.2 Context of Data Management in CERRIX

In the context of the GDPR, the DataManagement module can be used to report which archive policies apply to different kinds of data involving different instances related to or from your own organization.

# 2. User roles

There are six different types of users in the DataManagement module, displayed by user roles. Each user role has specific rights for certain parts of the module, which are defined beforehand. These user roles must be allocated to a user. To give a user more rights, multiple user roles can be selected. Roles that can be selected are: DataManagement Unrestricted Administrator, DataManagement Restricted Administrator, DataManagement Unrestricted Writer, DataManagement Restricted Writer, DataManagement Unrestricted Viewer, DataManagement Restricted Viewer. An overview of the roles and the corresponding rights is given in table 1. All restricted users have only right for their own organization.

| DataManagement roles | DataManagement Unrestricted administrator | DataManagement Restricted administrator | DataManagement Unrestricted writer | DataManagement Restricted writer | DataManagement Unrestricted viewer | DataManagement Restricted viewer |
|---|---|---|---|---|---|---|
| Search for data processings | x | x | x | x | x | x |
| Operational | | | | | | |
| Creating data processings | x | x | x | x | | |
| Creating DataManagement Measures of Improvement | x | x | x | x | | |
| Data processings export via workspace | x | x | x | x | x | x |
| DataManagement export via reports | x | x | x | x | x | x |
| Link Controls[1] | x | x | x | x | | |
| Link Risks[2] | x | x | x | x | | |
| Settings | | | | | | |
| Maintain DataManagement Standing Data | x | | | | | |

1 In combination with Control administrator or Control writer

2 In combination with Risk administrator or Risk writer

*Table 1 User roles and rights*

## 2.1 DataManagement Unrestricted Administrator

The DataManagement Unrestricted Administrator is the user who will set up and keep the complete overview of the DataManagement module. Therefore, this role has rights to all functionalities in this module. With this role it is possible to see all data processings in the module and edit them. Furthermore, this user is able to create new data processing's for the entire organization, and link controls and risks to them. The DataManagement Unrestricted Administrator can also maintain DataManagement standing data for the entire organization.

## 2.2 DataManagement Restricted Administrator

The DataManagement Restricted Administrator has rights to all functionalities in the DataManagement module, except for the standing data.

## 2.3 DataManagement Unrestricted Writer

The DataManagement Unrestricted Writer has read and write rights for the entire organization/ business unit. This user can create, view and edit data processing's for every organization/Business Unit.

## 2.4 DataManagement Restricted Writer

The DataManagement Restricted Writer has read and write rights for his own organization/ business unit. This user can create, view and edit data processing's belonging to his own organization/ business unit.

## 2.5 DataManagement Unrestricted Viewer

The DataManagement Unrestricted Viewer has only unrestricted read rights. This means that the user can view all data processing's, for the entire organization, but has no rights to create or change any data processing's.

## 2.6 DataManagement Restricted Viewer

The DataManagement Restricted Viewer has restricted read rights. This means that the user can view all confidential and non-confidential data processing's for his own business unit. At last, the user has no rights to create or change any DataManagements.

# 3. Adding a new data processing

Adding a data processing consists of two steps:

1) Defining the standing data of the DataManagement module;
2) Filling in the details of the data processing.

These steps will be elaborately explained in the following paragraphs.

## 3.1 Defining the standing data.

In order to add a DataManagement, the standing data must be defined first. This standing data is used when filling in the details.

## 3.2 Creating a DataManagement:

After the standing data is defined, the data processing's can be added. This can be done in two ways:

1. Via the *DataManagement workspace,* clicking on the "**Add DataManagement**"-button (see "A" figure 1).
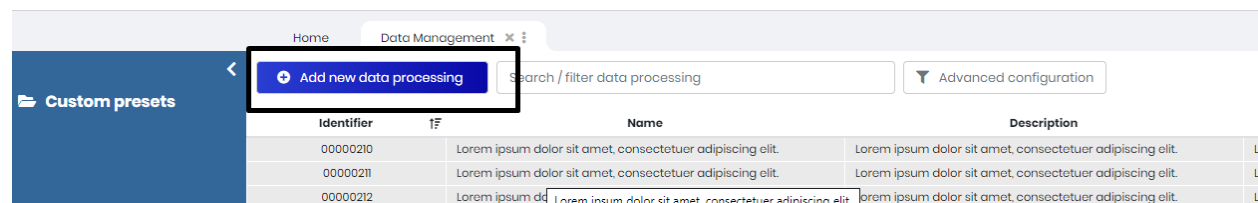


*Figure 1 Add new data processing*

This will lead to the screen displayed in figure 2. In this screen you can enter the details for a new DataManagement. The screen consists the following data fields:

*DataManagement Detail*

- **Processing name:** Enter the name for the data processing.
- **Description:** Enter the description of the data processing.
- **Purpose:** Enter the purpose for the data processing.
- **Security measures**: Enter the security measures for this specific data processing.
- **Basis:** Select the basis for the data processing.
- **Explanation for the basis:** Explain the basis for the data processing.
- **Organization**: Select the organization to which the data processing applies.
- **Business dimensions:** Select the business dimensions to which the data processing applies.
- **Framework dimensions:** Select the framework dimensions to which the data processing applies.
- **Removal:** Select the removal that applies to the data processing; multiple items can be selected.
- **Sensitivity of processing:** Select the sensitivity of the processing that applies to the data processing; multiple items can be selected.
- **General archive policy:** Enter a general archive policy that applies to all the linked entities to this data processing.
- **Profiling:** Tick the checkbox if profiling applies to this data processing.
- **Data analytics:** Tick the checkbox if data analytics applies to this data processing.

*Data recipient outside EU & transfer safeguard*

- **Data recipient outside EU:** Add and/ or delete a data recipient outside the EU combined with a transfer safeguard to the data processing.
- **Transfer safeguard:** Add and/ or delete a data recipient outside the EU combined with a transfer safeguard to the data processing.
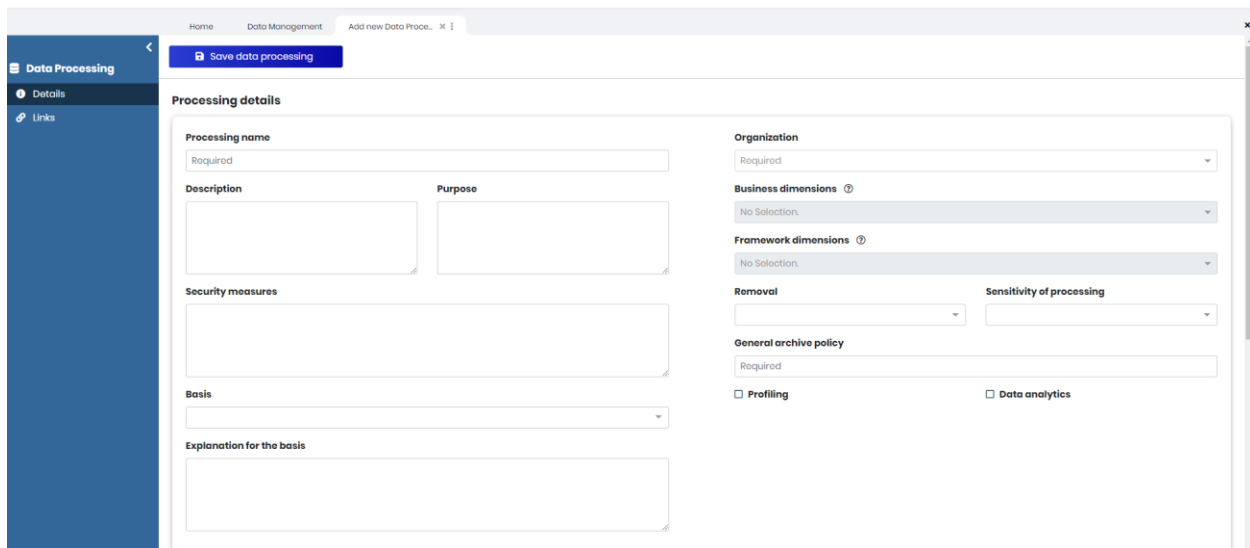
*Source & delivery*
- **Source:** Add and/ or delete a source combined with a delivery to the data processing.
- **Delivery:** Add and/ or delete a source combined with a delivery to the data processing.

*Stakeholders*

- **Data subject(s):** This fields shows data retrieved from the Manage Data Structures, see further on in this manual for a description.
- **Data controller(s)**: This fields shows data retrieved from the Manage Data Structures, see further on in this manual for a description.
- **Data (sub)processor(s)**: This fields shows data retrieved from the Manage Data Structures, see further on in this manual for a description.
- **Third parties**: Select the third parties involved in the data processing. *Note:* An entity can not a controller, and a (sub)processor and a third party at once in one data processing.

*Data privacy impact assessment*
- **DPIA required**: Tick if an impact assessment must be executed.
- **Most recent DPIA**: This fields becomes available when the DPIA required is ticked. Enter the date of the last executed assessment
- **DPIA reference**: This fields becomes available when the DPIA required is ticked. Enter the reference of the latest executed assessment**.**
- **Latest conclusion DPIA:** This fields becomes available when the DPIA required is ticked. Enter the latest conclusion of the most recent assessment.



*Figure 2 DataManagement Details*

After filling in all the necessary details for this data processing, click on the "**save**"-button to save the details in the database.

# 4. Manage data structures

After saving the details of a data processing, the tab Manage Data Structures becomes available, see figure 3.
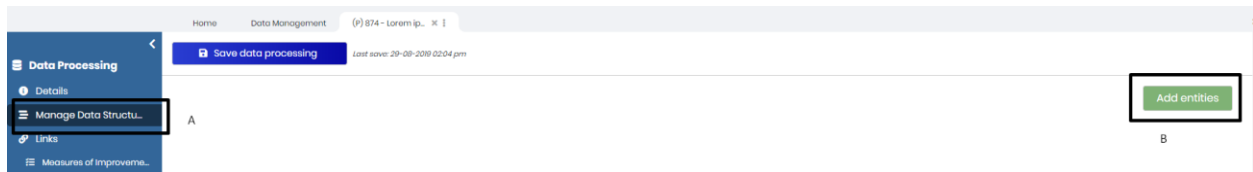


*Figure 3 Tab Manage data structures*

To add a new entity, click on "**Add entities**":
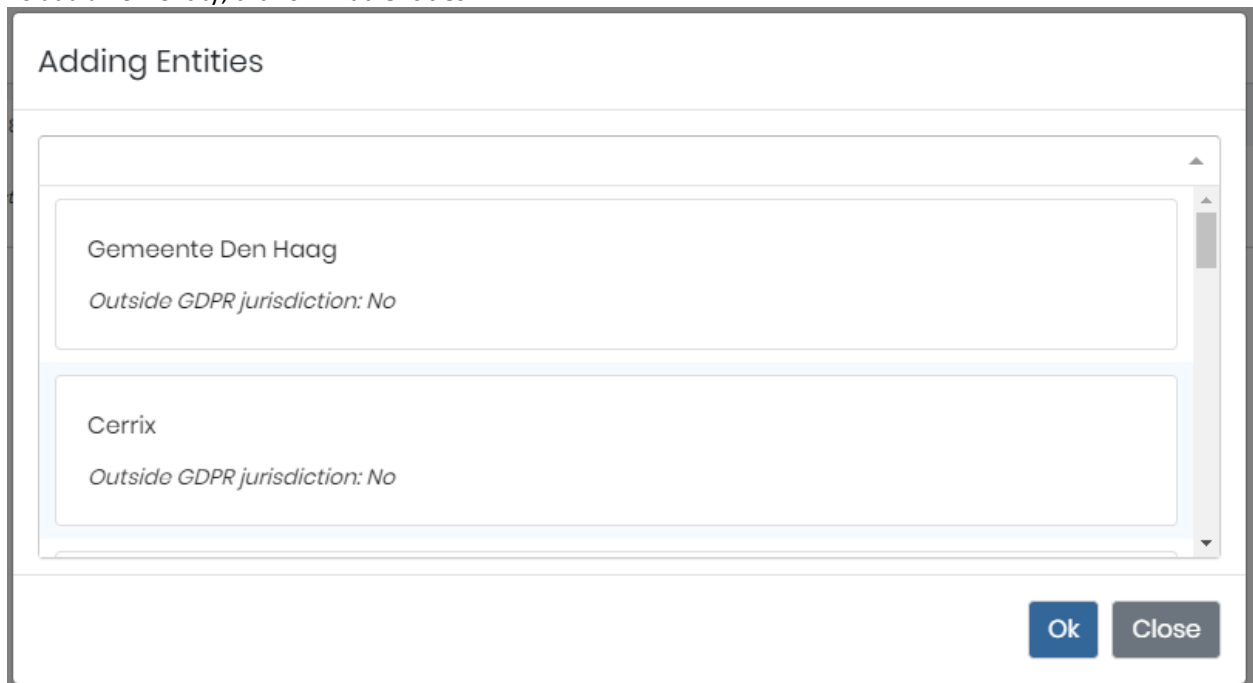


*Figure 4 Adding entities*

From this pop-up, one or multiple entities can be added to the data processing. These entities can either be a (sub)processor or data controller, depending on the predefined standing data. Once one entity is made (sub)processor for one data processing, it cannot be made data controller in the same data processing.

When an entity is made either (sub)processor or data controller, a system can be added depending on the answer if they are required.

*Figure 5 (Sub)processors and data controllers*

In both cases, data can be managed through the button "Manage data", which leads to the following screen. In this screen both multiple subjects and multiple structures can be entered at once.



*Figure 6 Adding data subjects and data structures*

For both the data subjects and data structures, when a tree of data is added the root of the tree is not added to the entity on the manage data structure tab.

When both the subjects and the structures are chosen, a specific archive policy can be added to the structures via the icon in the archive policy column:



*Figure 7 Adding an archive policy*

*Figure 8 Adding a specific archive policy to a specific structure*

By default, the text entered in the field "General archive policy" on the tab details is shown here, but the option is available to edit it per subject trough this screen.

Concluded the screen will look like the next figure:



*Figure 9 Manage data structure tab with details*

When all the details are correct, the data processing can be saved.

# 5. Creating a DataManagement MoI

There are two ways to create a DataManagement MoI:

1. Through a data processing
2. Through the MoI workspace.

## 5.1 Creating a DataManagement MoI via a data processing

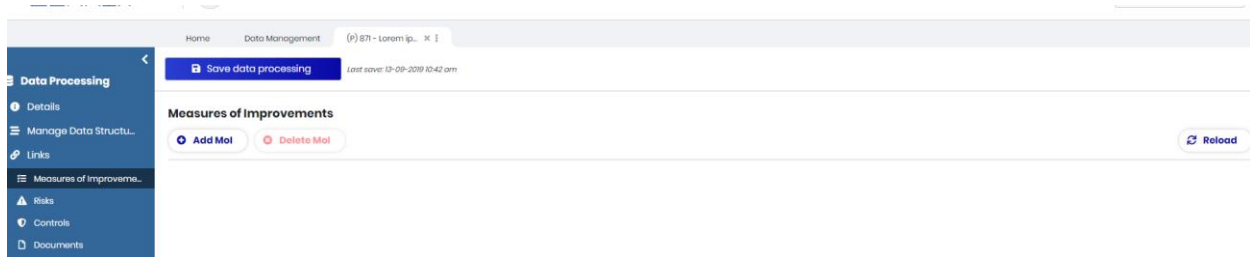When a data processing is opened, the tab "Links – Measures of Improvements" is available.



*Figure 10 Linked MoI tab*

Via the "Add MoI"-button a MoI can be created. When reloading the tab "Links – Measures of Improvements" the created MoI is visible. Multiple MoI's can be created and linked this way.

## 5.2 Creating a DataManagement MoI via the MoI workspace

When the MoI workspace is opened, a new MoI can be created as well. When the Source is set to the DataManagement tab, a data processing can be selected as source for the MoI.
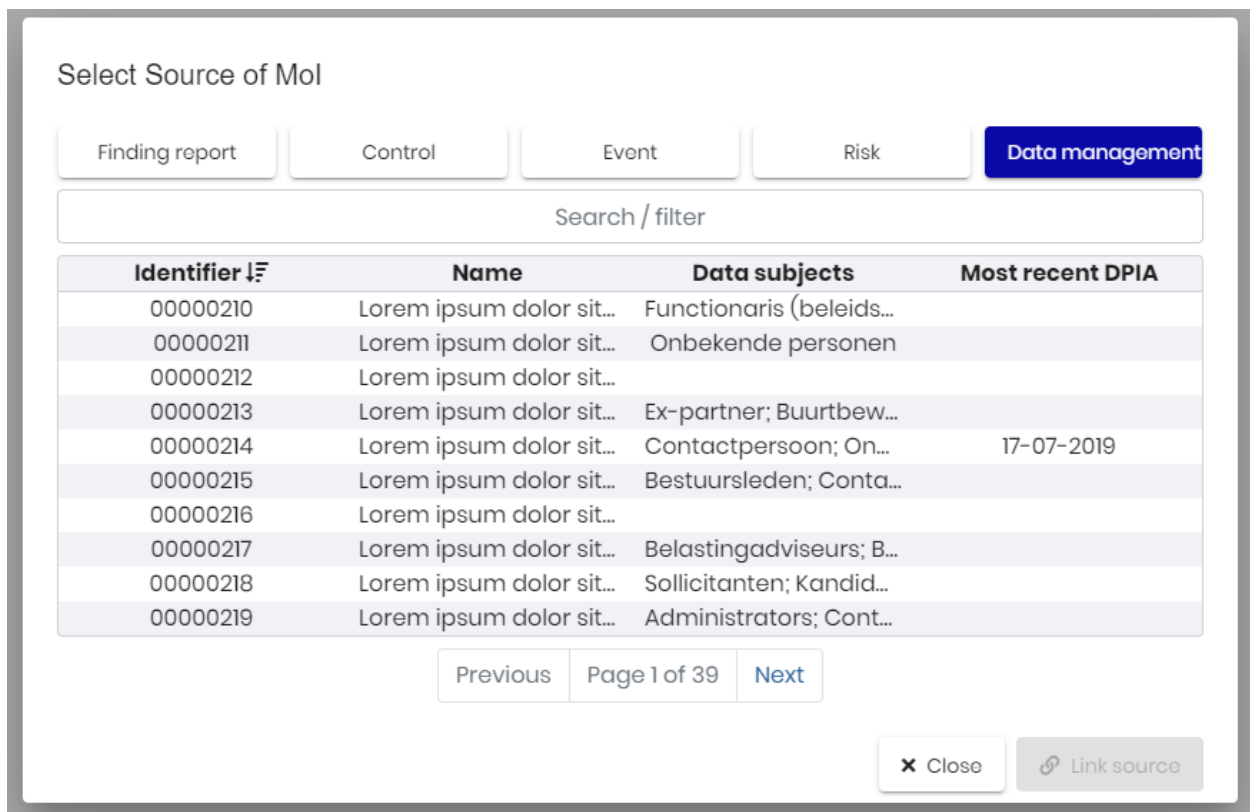


*Figure 11 Selecting a data processing for a MoI*

The created MoI is visible in the selected data processing as well in the tab "Links – Measures of Improvements".

# 6. Linked controls to data processing's

When a data processing has been defined controls can be linked to mitigate the data processing in the future. The following steps must be taken to link controls.

1. Open or add a new data processing
2. Go to the '*Linked controls*'-tab
3. Click on the "**Show linkable controls**"-button (see figure 12).

The screen displayed in figure 12 will then open.



*Figure 12 Link controls*
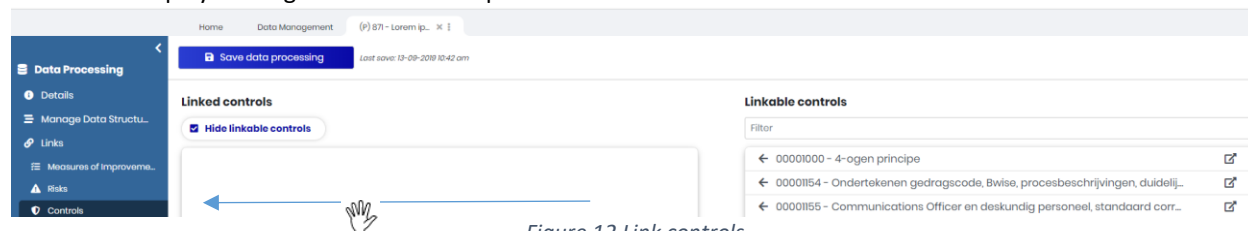
It is possible to link controls within the same organization, by dragging a control to the linked controls column. If there are a lot of controls, you can use the filters. When resetting the filters, all available controls will be shown.

# 7. Linked risks

When a data processing has been defined controls can be linked to mitigate the data processing in the future. The following steps must be taken to link controls.

1. Open or add a new data processing
2. Go to the '*Linked controls*'-tab
3. Click on the "**Show linkable controls**"-button (see figure 13).

The screen displayed in figure 13 will then open.



*Figure 13 Link risks*
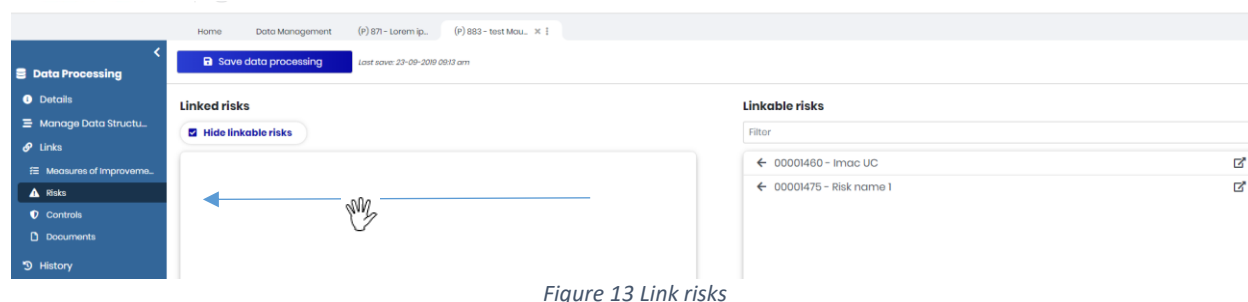
It is possible to link risks within the same organization, by dragging a risk to the linked risk column. If there are a lot of risks, you can use the filters. When resetting the filters, all available risks will be shown.

# 8. Link a Document to a data processing

The following steps have to be followed to add documents to a data processing.

1. In the DataManagement screen click on the "*Documents*"-tab
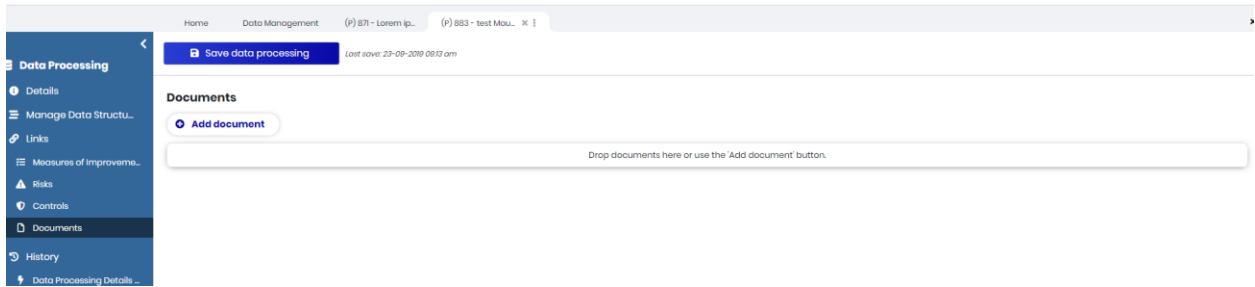2. Click on the "**Add New Document**"-button( See "A" figure 14)

*Figure 14 Add and document*

3. After that the pop-up displayed in figure 15 will appear.



*Figure 15 Add document*

The user should press on the "**Browse**"-button to select the relevant document(s). After that its optional to select a document type and to enter a comment. The document is saved by pressing the "Add document(s)"-button. To cancel the document upload, the user can press the "**Cancel**"-button.

# 9. DataManagements Workspace

The DataManagement workspace provides an overview of all relevant data processing's for a user. The location of the icon for DataManagement might differ from the figure below, depending on the rights of the user.
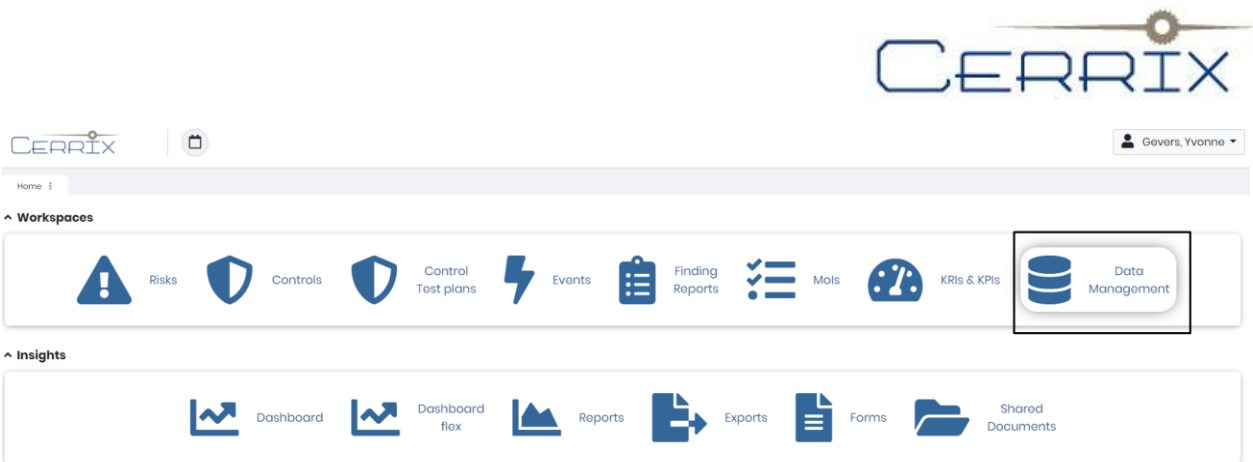
*Figure 16 DataManagement Workspace*

When the DataManagement Workspace is opened, the overview list provides the data processing's the user is allowed to see. When choosing one of the other point of views, the list with DataManagements will change. If the user wants to sort order a column, click on the header of the column.



*Figure 17 DataManagements list*

The shown result can also be adjusted by using filters. The filters are available at 'Advanced configuration'. hen opening the Advanced configuration, you can filter on structures like Organization and Business Dimensions.



*Figure 18 Advanced Configuration*

It's possible to filter on every column with info of the data processing's. First choose a column you want to filter on and then fill the value you want to search on. When this is done, click '**Add filter**'. After the value has been added, click on 'Apply configuration' to search with the add filters.

It is also possible to arrange the columns you want to see. Choose 'Table configuration' (see figure 18) to setup your workspace with your own preferences. Table configuration is possible by dragging a field type to the place you want to see it on your Workspace. It is also possible to hide a field by clicking on it, you can see the field change to 'Hidden 'Headers'. When you have the right order of active columns click on 'Apply configuration'. After this the Workspace will change to your preferences.
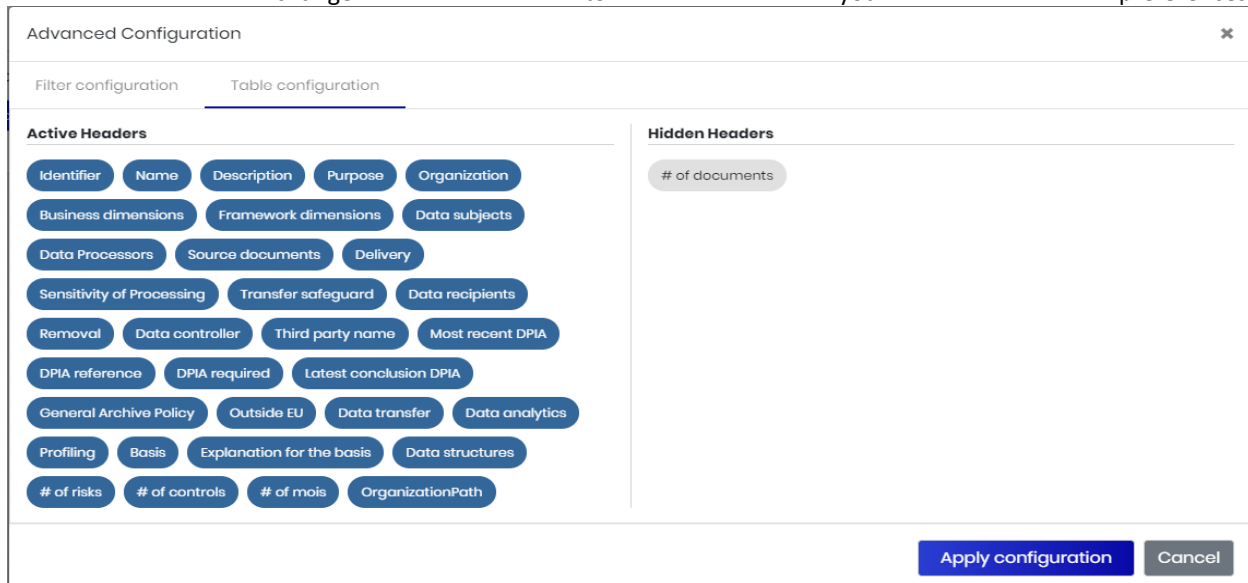


*Figure 19 Table Configuration setup*

When an item of the overview is selected (double click) the grid and the bottom of the screen will change to an overview list with more detailed information.