

Tiger Prism User Guide

Data Privacy Module - Release 2018.R2



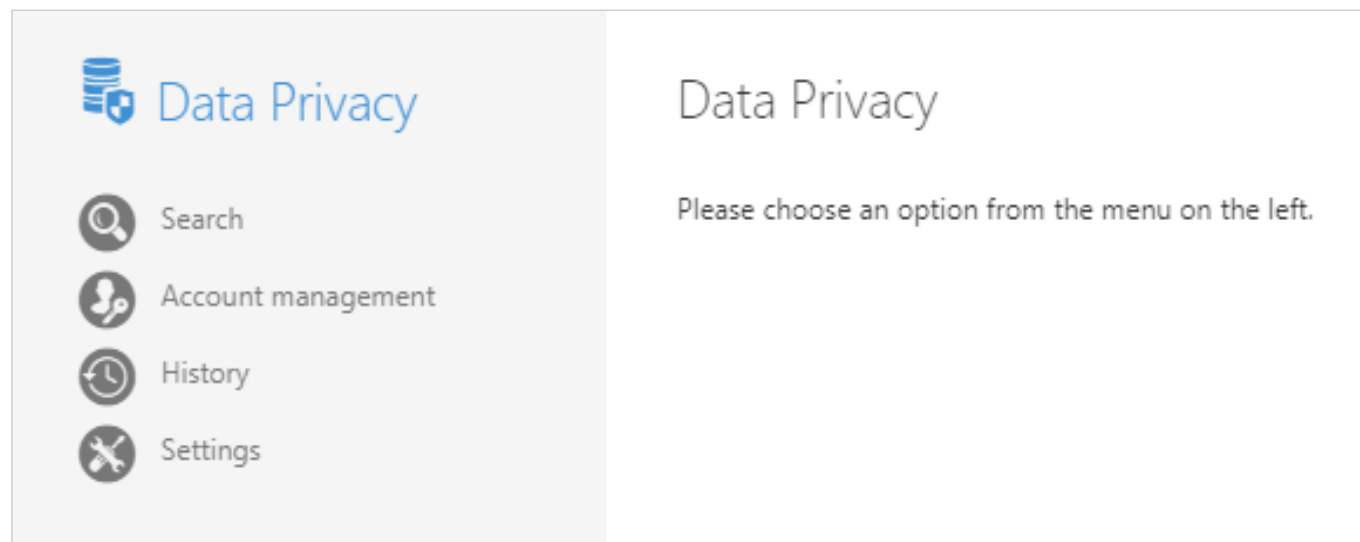
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Data Privacy

Overview

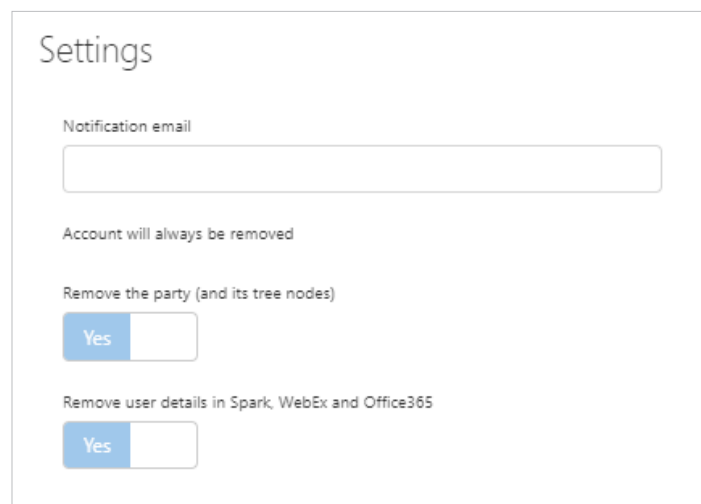
Prism uses a combination of deletion and anonymisation to fulfil the Right to Erasure requirement of Regulation (EU) 2016/679 (General Data Protection Regulation), through the Data Privacy module.



The initial Data Privacy user can only be assigned by a Tiger engineer, but Tiger’s engineering account does not have access to the module itself. This means that Erasure requests can only be fulfilled by nominated Data Protection representatives of the data controller. Once a Data Privacy user has been configured, that user can assign access to others in the company as required.

Settings

Each Data Privacy user needs to configure their settings before using the module.



The notification email will be used to confirm actions (if requested at the time), and the two switches control whether Directory information and Collaboration data are retained or removed. This will almost certainly be directed by company policy, as this information is almost always covered by legitimate interest.

Account Management

The account management screen displays all users who currently have the right to use the Data Privacy module, along with the period of access, and who granted the access (1).

Account Management 4

1 Current rights Rights history 3

Party name	Party email	From (local)	To (local)	Assigned by	Assigned (local)	
Abel Savage	Abel.Savage@TigerGlobal.email	05/07/2018 16:53:00		Geoff Douglat	05/07/2018 17:54:24	
Adam Kline	Adam.Kline@TigerGlobal.email	04/07/2018 12:22:00		Eddie March	04/07/2018 13:22:32	
Eddie March	Eddie.March@starkindustries.com	04/07/2018 12:19:00		James Rupert Rhodes	04/07/2018 13:19:40	
Geoff Douglat	Geoff.Douglat@starkindustries.com	04/07/2018 16:07:00		Obadiah Stane	04/07/2018 17:08:11	
Joesph Kilman	Joesph.Kilman@starkindustries.com	04/07/2018 16:08:00		Obadiah Stane	04/07/2018 17:08:26	
Morgan Stark	Morgan.Stark@starkindustries.com	30/07/2018 11:27:00	03/08/2018 00:00:00	Eddie March	30/07/2018 12:27:57	
Obadiah Stane	Obadiah.Stane@starkindustries.com	04/07/2018 10:02:00		James Rupert Rhodes	04/07/2018 11:03:27	
Rumiko Fujikawa	Rumiko.Fujikawa@starkindustries.com	06/07/2018 15:38:00		Obadiah Stane	06/07/2018 16:38:55	
Sarah Jennings	Sarah.Jennings@starkindustries.com	04/07/2018 16:06:00		Obadiah Stane	04/07/2018 17:06:58	

You can add more users (2), remove existing ones (3), use the Rights history tab to look at users who have been removed, or whose permission has expired (3). Finally, the list can be exported either as a xlsx or csv file (4).

Search

The search function displays all people configured in the Security module, regardless of whether they have Prism accounts.

Search People

2	Party name	Type 1	Job title	Email	Employee Id	Payroll No.
	Juanita Hoffman	Employee		Juanita.Hoffman@SiriusCybernet...	7779001215	
	Barry Rosales	Employee		Barry.Rosales@SiriusCybernetics...	7779001216	
	Raquel Reed	Employee		Raquel.Reed@SiriusCyberneticsC...	7779001218	
	Hope Wilcox	Employee		Hope.Wilcox@SiriusCyberneticsC...	7779001219	
	Cara Morales	Employee		Cara.Morales@SoylentCorp.email	7779001221	
	Alisa Willis	Employee		Alisa.Willis@SoylentCorp.email	7779001222	
	Amie Moody	Employee		Amie.Moody@SoylentCorp.email	7779001223	
	Angie Watson	Employee		Angie.Watson@SoylentCorp.email	7779001224	

Filter the list to find the user requesting erasure (1), then click the 'Details' button (1) next to their name.

This brings up the standard Person interface from the [Security](#) – People section.

Person: Juanita Hoffman

Person Account Audit

Title

Bill carrier

Employee Id

First name

Bill tariff

Middle name

Cost carrier

Custom Field 3

Last name

Cost tariff

Custom Field 4

Party name

Type

Custom Field 5

Job title

Has digit masking

Custom Field 6

Email

Custom Field 7

Custom Field 8

From here, you can proceed to the erasure function (1) or return to the People list (2).

Manage Data Privacy

When you click the 'Data Privacy' button against a user, you proceed into data privacy management. This wizard walks you through the various sections that hold personal data for the user. This allows you to see what exactly will be removed at the end of the process. Please note that the Data Privacy user's settings will dictate what can be erased during this process.

← → ⌂ 🗑

Party Trees Equipment Collaborations Scheduler Summary

These party details will be removed

Title

Job title

Bill carrier

First name

Email

Bill tariff

Middle name

Type

Cost carrier

Last name

Has digit masking

Cost tariff

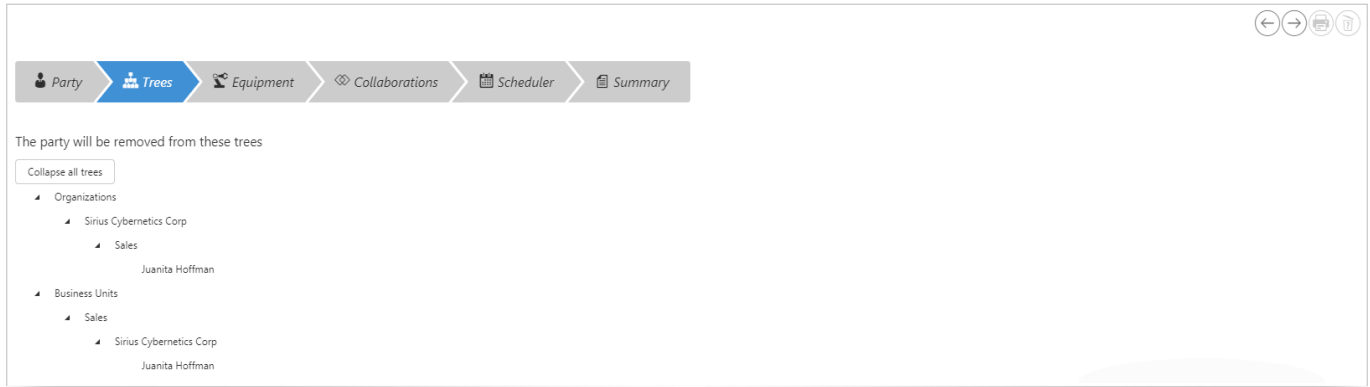
Party name

Custom Values History

From	To	Employee Id	Payroll No.	Custom Field 3	Custom Field 4	Custom Field 5	Custom Field 6	Custom Field 7	Custom Field 8	Use
01/01/2010 00:00:00		7779001215								

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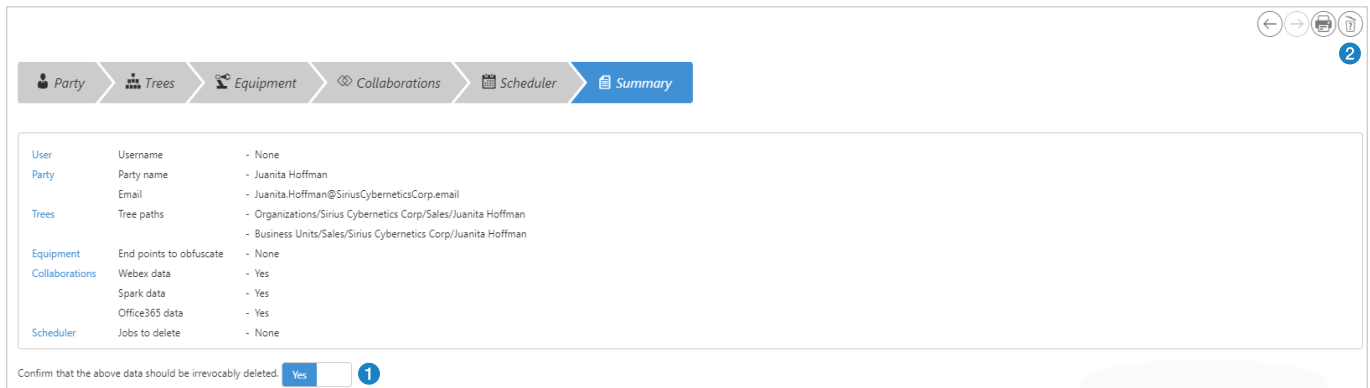
Party details include the Name, Email, User Name, and Custom Field information stored about the user. If the person has a Prism account, this will be removed as well.



Trees allows you to see the person’s position in any directory trees on the system.

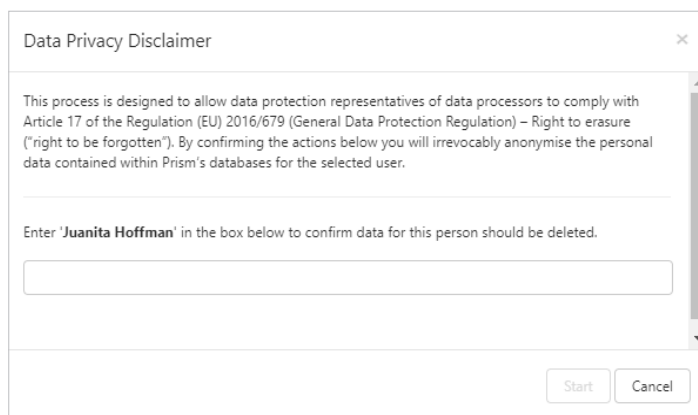


Equipment details any assigned equipment currently assigned. This will not be removed, as it forms part of the call and Charge History for the department. The user assignment however, will be permanently anonymised. The Collaborations step allows you to choose which of the Collaboration tools to remove User Data from. The Scheduler step displays any jobs owned by, or subscribed to by the user.



The Summary step shows detail of the deletions chosen, and has the first confirmation step (1). Until that is set to Yes, the Delete control (2) is inactive. There is an option to print the summary, if external proof or auditing is required.

On clicking Delete, a second confirmation box appears. You must type the name of the user to be deleted exactly to proceed.



The dialog box is titled "Data Privacy Disclaimer" and contains the following text: "This process is designed to allow data protection representatives of data processors to comply with Article 17 of the Regulation (EU) 2016/679 (General Data Protection Regulation) – Right to erasure ("right to be forgotten"). By confirming the actions below you will irrevocably anonymise the personal data contained within Prism's databases for the selected user." Below the text is a text input field with the placeholder text "Enter 'Juanita Hoffman' in the box below to confirm data for this person should be deleted." At the bottom right of the dialog are two buttons: "Start" and "Cancel".

Once you have typed the name, the 'Start' button becomes available. On clicking that, the final confirmation and option to see the summary shows. Either option will result in continuing the deletion, which after a delay will display a confirmation message.

History

The history section shows limited detail about the deletions that have occurred.



The interface shows a search bar labeled "Search Audit History". Below the search bar is a horizontal list of filters, each with a dropdown arrow: "Forgotten by", "Forgotten on (local)", "Forgotten party", "Forgot party", "Forgot WebEx", "Forgot spark", and "Forgot office365".

This is the only place that the user's name will still appear (unless you have chosen not to process certain data sets), and serves as proof that the right to erasure request has been processed.

▶ To find out more about the Tiger Solution go to www.tigercomms.com
