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GDPR User Manual

2024 January Dynamics 365 Business Central



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1. User Setup

CLT\LAUR

1

The user setup form is accessible via the search box: Tell me what you want to do Х GDPR User Setup Go to Pages and Tasks GDPR User Setup Administration >Didn't find what you were looking for? Try exploring pages and reports Picture 1 GDPR User Setup search box When the GDPR User Setup form opens, enter/edit GDPR User Settings: CLT GDPR User Setup | Work Date: 25/01/2024 B 7 🔳 🞲 Edit List 📋 Delete Allow to process GDPR Request Nos USER ID 1 Log Interactions requests

Picture 2 GDPR User Setup page

GDPR

2

1. USER ID – enter/ select the User ID of the user who will be allowed to work with the GDPR solution.

3

(4)

- 2. GDPR Request Nos select GDPR Request No. Series which will be used to assign GDPR Data Protection Requests.
- **3.** Allow to process requests this value identifies the users who will be able to execute GDPR Data Protection Requests.
- **4.** Log Interactions this value identifies the users whose actions have to be logged in the change log.

2. Creating/ editing Data Subject Templates

The Data Subject List form is accessible via the search box:

Tell me what you want to do		2 ×
GDPR Data Subject List		
Go to Pages and Tasks		
> GDPR Data Subject List	Lists	

Didn't find what you were looking for? Try exploring pages and reports

Picture 3 GDPR Data Subject List search box

When the Data Subject List form opens, select the Data Subject you want to edit and click "Edit". To create a new Data Subject, click the "New" button.

2.1. Description of the data subject card

When the Data Subject form opens, enter/ edit the Data Subject Card fields:

New Actions Fewer options General CustON Code CUSTON Description Custom Main Table	IER er 18	 Primary Field · · · · · · · · · · · · · · · · · · ·			1
General Code CUSTON Description Custom Main Table	IER rr 18	Primary Field Z Table Caption			1
Code CUSTO Description Custom Main Table	IER •r 18	Primary Field · · · · · · · · · · · · · · · · · · ·			1
Description Custom	r 18	2 Table Caption	Custome		
Main Table	18		Custome	er	
	10	3 Primary Field Caption	No		
👫 New Line 🛛 🔭 Delete Line 🖉 Da	ta Subject Field Setup 🛛 🛗 Colle	ect Table Fields			
Table No. ↑ Table Caption	Field No.↑	Field Name	No. of Setup Fields	No. of Table Fields	No. of Approved Fields
→ 18 : Customer	1	No.	108	108	72
18 Customer	33	Invoice Disc. Code	108	108	1
18 Customer	45	Bill-to Customer No.	108	108	1
21 Cust. Ledger Entr	/ 3	Customer No.	79	79	4
21 Cust. Ledger Entr	/ 21	Sell-to Customer No.	79	79	1
36 Sales Header	2	Sell-to Customer No.	192	192	1
36 Sales Header	4	Bill-to Customer No.	192	192	1
37 Sales Line	2	Sell-to Customer No.	186	186	1
37 Sales Line	68	Bill-to Customer No.	186	186	1
38 Purchase Header	72	Sell-to Customer No.	169	169	1
110 Sales Shipment H	eader 2	Sell-to Customer No.	130	130	1

Picture 4 GDPR Data Subject card fields

- 1. Code data subject code
- 2. Description data subject card description
- 3. Main Table linked main data subject card according to which the linked main table will be searched in the system. (Most often it will be Customer Table (ID18), Vendor Table (ID23), or Employee Table (ID5200))
- 4. **Primary Field** if the linked table has only one primary field, then the value is filled in automatically. If the linked table has several primary fields, then the user has to specify the primary field of the table, which will be used to search linked tables during the execution of the Data Protection Requests
- 5. Data Subject Fields:
 - a. In this sub-form, the system automatically collects and fills the rows of the tables that are linked to the main table specified in the Main Table field (No. 3)
 For example, a customer table is linked to the customer ledger entries table (ID21), and two fields in that table (ID3 and ID21)
 - b. In some cases, if non-standard NAV tables are used, it may be necessary to manually add rows and specify the connection between the added table and the main table specified in the Main Table field (No. 3)

2.2. Editing the data subject card header

<u></u>	CLT GDPR Data Subject Type Work Date: 25/01/2024		+	1		√ Saved	, ت (
	CUSTOMER	<u> </u>					
	New Actions Fewer options						
	General						
	Code · · · · · CUSTOMER		Prima	ry Field			1 … 4
	Description · · · · · · · Customer	2	Table	Caption · · · · · · · · · · · · · · · · · · ·	Customer		
	Main Table	18 …	Prima	ry Field Caption	No.		
	Main Table · · · · · · · · · · · ·	18 …	Prima	ry Field Caption	No.		

Picture 5 Data subject header

- 1. Enter the code of the Data Subject.
- 2. Enter the brief description of the Data Subject.
- 3. Select the main table of the Data Subject.
- 4. Specify the primary field of the main table specified in the Main Table field (No. 3)

CLIC							
CO2	IONER						
New	Actions	Fewer options					
Functions ~							
code ···		CUSTOMER		Primary Field			1
Descripti	on · · · · · · ·	Customer		Table Caption	Custome	r	
Main Tah	۵		18 -	Primary Field Caption	No		
CLT GDPR Data Subject Field Manage						16 E	
		·					
} [#] Nev	v Line 🛛 🗮 [) Delete Line 🛛 🛣 Data Subject Fie	eld Setup 🛛 🕌 Colle	ect Table Fields			<u>ا</u> کا
} [#] Nev	w Line 🛛 🗚 [Table No.↑	Delete Line 👫 Data Subject Fie	eld Setup 📓 Colle Field No.↑	ect Table Fields	No. of Setup Fields	No. of Table Fields	No. of Approved Fields
} [≭] Nev	w Line 🗼 [Table No. ↑ 18	Delete Line Table Caption Customer	eld Setup 📓 Colle Field No. ↑ 1	ct Table Fields Field Name No.	No. of Setup Fields 108	No. of Table Fields 108	No. of Approved Fields 72
}** Nev	w Line → I Table No.↑ 18 18	Delete Line Table Caption Customer Customer	Field No. ↑	ret Table Fields Field Name No. Invoice Disc. Code	No. of Setup Fields 108 108	No. of Table Fields 108 108	No. of Approved Fields 72
€** Nev	w Line → [Table No. ↑ 18 18 18	Delete Line Delete Subject Fie Table Caption Customer Customer Customer Customer	Eld Setup	Field Name No. Invoice Disc. Code Bill-to Customer No.	No. of Setup Fields 108 108 108	No. of Table Fields 108 108 108	No. of Approved Fields 72 1 1
÷ [≭] Nev	v Line 🔆 [Table No. † 18 18 18 18 21	Delete Line Data Subject Fie Table Caption Customer Customer Customer Customer Customer Customer Customer	eld Setup	Field Name No. Invoice Disc. Code Bill-to Customer No. Customer No.	No. of Setup Fields 108 108 108 79	No. of Table Fields 108 108 108 79	No. of Approved Fields 72 1 1 1 4
₽** Nev	w Line → [Table No. ↑ 18 18 18 21 21 21	Delete Line Table Caption Customer Customer Customer Customer Customer Cust. Ledger Entry Cust. Ledger Entry	eld Setup	Rect Table Fields Field Name No. Invoice Disc. Code Bill-to Customer No. Customer No. Sell-to Customer No.	No. of Setup Fields 108 108 108 79 79	No. of Table Fields 108 108 108 79 79	No. of Approved Fields 72 1 1 1 4 1
₽** Nev	w Line → 1 Table No. ↑ 18 18 18 18 21 21 21 36	Delete Line Data Subject Fie Table Caption Customer Customer Customer Customer Cust. Ledger Entry Cust. Ledger Entry Sales Header	eld Setup € Colle Field No. ↑ 1 33 45 3 21 21 2	Rect Table Fields Field Name No. Invoice Disc. Code Bill-to Customer No. Customer No. Sell-to Customer No. Sell-to Customer No.	No. of Setup Fields 108 108 108 79 79 192	No. of Table Fields 108 108 108 79 79 79 192	No. of Approved Fields 72 1 1 4 1 1
	w Line → 1 Table No. ↑ 18 18 18 21 21 21 21 36 36	Delete Line Table Caption Table Caption Customer Customer Customer Custo. Ledger Entry Cust. Ledger Entry Sales Header Sales Header	eld Setup € Colle Field No. ↑ 1 33 45 3 21 21 2 2 4	ket Table Fields Field Name No. Invoice Disc. Code Bill-to Customer No. Customer No. Sell-to Customer No. Sell-to Customer No. Bill-to Customer No.	No. of Setup Fields 108 108 108 108 108 109 109 109 109 109 109 109 109 109 109 109 109 109 109 109 109	No. of Table Fields 108 108 108 79 79 192 192	No. of Approved Fields 72 1 1 1 4 1 1 1 1 1
→	w Line → 1 Table No. ↑ 18 18 18 21 21 21 36 36 37	Delete Line Table Caption Table Caption Customer Customer Customer Cust. Ledger Entry Cust. Ledger Entry Sales Header Sales Header Sales Line	eld Setup € Colle Field No. ↑ 1 33 45 3 21 2 4 2 4 2 4 2 4 2 4 2	ket Table Fields Field Name No. Invoice Disc. Code Bill-to Customer No. Customer No. Sell-to Customer No. Sell-to Customer No. Bill-to Customer No. Sell-to Customer No.	No. of Setup Fields 108 108 108 108 108 108 109 109 109 109 109 109 109 109 109 109 109 109 109 109 109 109 109 109 109 109 109	No. of Table Fields 108 108 108 108 108 108 108 109 109 109 109 109 109 109 109 109 109 109 109 109 109 109 109 109 109 109 109 109 109 109 109 109 109 109 109 109 109 109 109 109 109 109 109 109 109 109 109 109 109	No. of Approved Fields 72 1 1 4 1 1 1 1 1 1 1 1
→	w Line → 1 Table No. ↑ 18 18 18 21 21 21 36 36 37 37	Delete Line Table Caption Table Caption Customer Customer Customer Cust. Ledger Entry Cust. Ledger Entry Sales Header Sales Header Sales Line Sales Line	eld Setup € Colle Field No. ↑ 1 33 45 3 45 3 21 2 4 2 4 2 4 2 4 2 68	ket Table Fields Field Name No. Invoice Disc. Code Bill-to Customer No. Customer No. Sell-to Customer No. Sell-to Customer No. Bill-to Customer No. Sell-to Customer No. Bill-to Customer No. Bill-to Customer No.	No. of Setup Fields 108 108 108 108 108 108 108 108 108 108 108 108 108 108 108 109 109 109 108 108 108	No. of Table Fields 108 108 108 108 108 108 108 109 109 109 109 109 109 109 109 109 109 109 109 109 109 109 109 109 109 109 109 109 109 109 109 109 109 109 109 109 109 109 109 109 109 109 109 109 109 109 109 109 109 109 <td>No. of Approved Fields 72 1 1 1 4 1 1 1 1 1 1 1 1 1</td>	No. of Approved Fields 72 1 1 1 4 1 1 1 1 1 1 1 1 1
	w Line Table No. ↑ 18 18 18 18 18 21 36 36 37 37 38	Delete Line Table Caption Table Caption Customer Customer Customer Cust. Ledger Entry Cust. Ledger Entry Sales Header Sales Header Sales Line Sales Line Purchase Header	eld Setup € Colle Field No. ↑ 1 33 45 3 45 3 21 2 4 2 4 2 4 2 4 2 4 2 4 2 4 2 4 2 4 2 4 2 4 2 4 5 2 1 2 4 5 2 1 2 2 4 5 2 2 4 5 2 2 4 5 2 2 4 5 2 2 4 5 2 2 4 5 2 2 4 5 2 2 4 5 2 2 4 5 2 2 4 5 2 2 4 5 2 2 4 5 2 2 4 5 2 2 4 5 2 4 5 2 4 5 2 4 5 2 4 5 2 4 5 2 4 5 2 4 5 2 4 5 2 4 5 2 4 5 2 4 5 2 4 5 2 4 5 2 4 5 2 4 5 2 4 5 2 4 5 5 6 6 6 7 7 7 7 7 7 7 7 7 7 7 7 7	ket Table Fields Field Name No. Invoice Disc. Code Bill-to Customer No. Customer No. Sell-to Customer No. Sell-to Customer No. Bill-to Customer No. Sell-to Customer No. Sell-to Customer No. Sell-to Customer No.	No. of Setup Fields 108 108 108 108 108 108 108 108 108 108 108 108 108 108 108 108 109 108 108 108 108 108 108 108 108	No. of Table Fields 108 108 108 108 108 108 108 108 108 108 108 108 108 108 108 108 109 1192 1186 1186 1169	No. of Approved Fields 72 1 1 1 1 4 1 1 1 1 1 1 1 1 1 1 1
→	w Line → I Table No. ↑ 18 18 18 21 21 21 36 36 37 37 38 110	Delete Line Table Caption Table Caption Customer Customer Customer Cust. Ledger Entry Cust. Ledger Entry Sales Header Sales Header Sales Line Sales Line Purchase Header Sales Shipment Header	eld Setup € Colle Field No. ↑ 1 33 45 3 45 3 21 2 4 2 4 2 4 2 4 2 4 2 4 2 4 2 4 2 4 2 4 2 2 4 2 2 4 2 2 4 2 2 2 2 2 2 2 2 2 2 2 2 2	ket Table Fields Field Name No. Invoice Disc. Code Bill-to Customer No. Customer No. Sell-to Customer No. Sell-to Customer No. Sill-to Customer No. Sell-to Customer No.	No. of Setup Fields 108 108 108 108 108 108 108 108 108 108 108 108 108 108 109 192 186 186 169 130	No. of Table Fields 108 108 108 108 108 108 108 108 108 108 108 108 109 110 110 110 110 110 110 110 110 110	No. of Approved Fields 72 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1

2.3. Collecting the data subject rows

Picture 6 Data Subject field list

- 1. After filling in the header of the data subject, click "Collect Related Tables". The system fills the rows of the data subject according to the linked table specified in the header.
 - a. To add a row manually:
 - i. In the row specify Table No. and Field No.
 - ii. Click the "Collect Table Fields" button above the rows.
- 2. Values of the rows:
 - a. Table No. table that is linked to the main table specified in the Main Table field
 - b. Table Caption linked table caption
 - c. Field No. linked table field no.
 - d. Field Name linked table field name
 - e. No. of Setup Fields informational type field showing how many setup fields have a specific line
 - f. No. of Table Fields informational type field showing how many table fields have a specific line
 - g. No. of Approved Fields informational type field showing how many approved fields have a specific line

2.4. Data Subject Field Setup

CLT	GDPR Data Sub	oject Field Manage	2				<i>È</i> 2
₽ ₩ 1	Vew Line 🛛 🔭 De	lete Line 🛛 🛣 Data Subject Field Set	up 🔛 Collec	t Table Fields			×8
	Table No. ↑	Table Caption	Field No.↑	Field Name	No. of Setup Fields	No. of Table Fields	No. of Approved Fields
\rightarrow	<u>18</u> :	Customer	1	No.	108	108	72
	18	Customer	33	Invoice Disc. Code	108	108	1
	18	Customer	45	Bill-to Customer No.	108	108	1
	21	Cust. Ledger Entry	3	Customer No.	79	79	4
	21	Cust. Ledger Entry	21	Sell-to Customer No.	79	79	1
	36	Sales Header	2	Sell-to Customer No.	192	192	1
	36	Sales Header	4	Bill-to Customer No.	192	192	1
	37	Sales Line	2	Sell-to Customer No.	186	186	1
	37	Sales Line	68	Bill-to Customer No.	186	186	1
	38	Purchase Header	72	Sell-to Customer No.	169	169	1

Picture 7 Data Subject field setup

- 1. To configure the specific line, select the line.
- 2. Click the "Data Subject Field Setup" button.

♀ Search + New	🐺 Edit List	📋 Delete			Ŀ
Table Name		Field No. 1	Field Name	Field Type	Approved
> Customer		1	No.	Code20	
Customer		2	Name	Text100	\checkmark
Customer		3	Search Name	Code100	\checkmark
Customer		4	Name 2	Text50	\checkmark
Customer		5	Address	Text100	\checkmark
Customer		6	Address 2	Text50	\checkmark
Customer		7	City	Text30	\checkmark
Customer		8	Contact	Text100	\checkmark
Customer		9	Phone No.	Text30	
Customer		10	Telex No.	Text20	\checkmark
Customer		11	Document Sending Profile	Code20	\checkmark
Customer		12	Ship-to Code	Code10	
Customer		14	Our Account No.	Text20	\checkmark

Picture 8 Data Subject field setup page

- 3. When the GDPR Data Subject Field Setup form opens, select the fields of the table by checking the "Approved" field.
 - a. To close and save all selected fields of the table, click "Close".

CLT	GDPR Data Su	ubject Field Mana	age				Ŀ	62
∋# N	New Line 🛛 🗮 D	Delete Line 🛛 🔛 Data Subje	ect Field Setup 🛛 🕌 Colle	ct Table Fields				58
	Table No. ↑	Table Caption	Field No.↑	Field Name	No. of Setup Fields	No. of Table Fields	No. of Approved Fields	
\rightarrow	<u>18</u>	: Customer	1	No.	108	108	72	Ê
	18	Customer	33	Invoice Disc. Code	108	108	1	-4
	18	Customer	45	Bill-to Customer No.	108	108	1	
	21	Cust. Ledger Entry	3	Customer No.	79	79	4	L .
	21	Cust. Ledger Entry	21	Sell-to Customer No.	79	79	1	
	36	Sales Header	2	Sell-to Customer No.	192	192	1	
	36	Sales Header	4	Bill-to Customer No.	192	192	1	
	37	Sales Line	2	Sell-to Customer No.	186	186	1	
	37	Sales Line	68	Bill-to Customer No.	186	186	1	
	38	Purchase Header	72	Sell-to Customer No.	169	169	1	

Picture 9 Data Subject No. of approved fields

4. The "No. of Approved Fields" field has been updated

The process has to be repeated for all the lines of the data subject.



The request type List form is accessible via the search box:

GDPR Request Type List		
Go to Pages and Tasks		
> GDPR Request Type List	Lists	

Picture 10 GDPR Request Type list search box

When the Request Type List form opens, enter/edit the Request Type fields.

\leftarrow	CLT GDPR Rec	quest Type I	List Work Date:	25/01/2024		√ Saved	Д	ď	2
	,	$+{ m New}$	🐯 Edit List	📋 Delete			Ŀ	Y	≣
		Request Typ	1 pe Code î			2 Request Type Description			
	\rightarrow	EXPORT			:	Data export			
		DEPERS				Data depersonaliz.			
		SUBMIS				Data submission			

Picture 11 GDPR Request Type list

- 1. Request Type Code enter/ edit the Request Type Code.
- 2. Request Type Description enter/ edit the Request Type Description.

The Request Type is the informational type field. It is for filtering purposes when processing GDPR Data Protection Requests.

4. Processing of the GDPR Data Protection Request

The GDPR Data Protection Request List form is accessible via the search box:

Tell me what you want to do		\nearrow X
GDPR Data Protection Request List		
Go to Pages and Tasks		
> GDPR Data Protection Request List	Lists	

Didn't find what you were looking for? Try exploring pages and reports

Picture 12 GDPR Data Protection Request list search box

When the GDPR Data Protection Request List form opens, select the request you want to edit and click "Edit". To create a new GDPR Data Protection Request, click the "New" button.

4.1. Description of the GDPR Data Protection Request

When the GDPR Data Protection Request form opens, enter/edit the GDPR Data Protection Request Card fields:

CLT GDPR Data Protection Request Wor	rk Date: 25/01/2024	+	Û			√ Saved	تر 'ت
GDPR000006	\bigcirc						
New Process Reports A	Actions Fewer options						
Functions 🗸 👫 Search data 🏼 😡	🌢 Depersonalize 🛛 🖷 Export Data 🖉	Results Rep	port				Ś
General	SDPR Data Protection Request Work Date: 25/01/2021						
Code GDP	PR000006	Reque	est Date	03/06/2	022		
De sue est Ture est		Deser		CITILA	10		
Request Type EXPC	JRI V	Proces	ssor	CLIVEAU	JK		
Subject Name · · · · · · L		Descri	iption · · · · ·				
Subject Surname		Status		Process	ing		
Subject Type Code CUS	TOMER ~	Creati	on DateTime	03/06/2	022 14:37		
CLT GDPR Data Protection Request	t Result <u>Manage</u>	s status	Open Entry			Ŕ	2 ×3
					Processed By		
Result Table Name	Result Field Name	Proc	Processor	Process DateTime	User	Status	
→ <u>Customer</u>	No.		CLT\LAUR			Waiting	
Customer	Invoice Disc. Code		CLT\LAUR			Waiting	- 11
Cust. Ledger Entry	Customer No.		CLT\LAUR			Waiting	- 11
Cust. Ledger Entry	Sell-to Customer No.		CLI\LAUR			Waiting	- 11
Sales Shipment Header	Sell-to Customer No.		CLI\LAUR			Waiting	
Sales Shipment Header	Sell-to Customer No.					Waiting	
Sales Shipment Header	Sell-to Customer No.		CLI\LAUR			Waiting	- 11
Sales Shipment Header	Bill-to Customer No.					Waiting	- 1
Sales Shipment Header	Bill-to Customer No.		CLI\LAUR			Waiting	_
Sales Shipment Header	Bill-to Customer No.		CLT\LAUR			Waiting	

Picture 13 GDPR Data Protection Request Card

The following fields in the "General" section:

- Code the value of the field is filled in automatically if the user has configured GDPR Request Nos in the GDPR User Setup. (For how to configure GDPR User Setup, see section: <u>GDPR User</u> <u>Setup</u>)
- **Request Type** the informational type field indicating the type of request to be filled. (For how to create/ edit Request Types, see section: <u>*Request Type Setup*</u>)
- Subject Name the name of the subject
- Subject Surname the surname of the subject
- Subject Type Code the Subject Type Code that will be applied to the GDPR Data Protection Request. The Subject Type Code could be selected from the list of the Data Subject Templates (How to create/ edit Data Subject Templates, see section: <u>Creating/ editing Data Subject</u> <u>Templates</u>).
- **Subject** according to the selected Subject Type Code, select the card of a specific subject. For example, if the Subject Type Code is Customer, then the Customer card has to be selected.
- Request Date the date of the request.
- **Processor** uneditable field showing which user created the request.
- **Description** the description of the request.
- Status request status. The status can be as follows:
 - o **Open;**
 - Released;
 - Processing;
 - Processed;
- Creation DateTime- the date the request was created.
- **Processed DateTime** the date the request was processed.

The "**CLT GDPR Data Protection Request Result**" section displays a list of records linked with the subject. The following fields in the section:

- Result Table Name the table in which the record linked with the subject was found
- Result Field Name the table field in which the record linked with the subject was found
- **Process** the editable field that marks the record being processed (records that need to be depersonalized/ included in a Results Report or Excel Document.
- **Processor** the name of the user who performed the data search.
- **Process DateTime** the date the request was processed.
- **Processed By User** a field indicating which user processed the record.
- Status record processing status. The status can be as follows:
 - Waiting;
 - \circ Processed;

4.2. Editing the GDPR Data Protection Request

New Process Reports Actions Fewer options									
Release Set status to Processed 🔂 Depersonalize									
General									
Code · · · · · · · · · · · · · · · · · · ·	GDPR000006		D	Request Date	03/06/2022				
Request Type	EXPORT	\sim	2	Processor	CLT\LAUR				
Subject Name	L		3	Description	8				
Subject Surname	R		4	Status	Processing				
Subject Type Code	CUSTOMER	\sim	5	Creation DateTime	03/06/2022 14:37				
Subject · · · · · · · · · · · · · · · · · · ·	32656565		6	Processed DateTime					

Picture 14 GDPR Data Protection Request header

- 1. The code is automatically assigned from the No. Series.
- 2. Select the Request Type.
- 3. In the Subject Name field, enter the name of the Subject who submitted the request.
- 4. In the Subject Surname field, enter the surname of the Subject who submitted the request.
- 5. In the Subject Type Code field, select the Data Subject Template.
- 6. In the Subject field, select the Subject Card.
- 7. In the Request Date field, enter the date of the request.
- 8. In the Description field, if necessary, enter the details of the request.
- 9. After filling in the header of the request, click "Release".
 - a. If there is a need to edit the submitted request, click "Reopen" and then adjust the request.
 - b. Note: when the data search function is executed, the status of the request changes to "Processing". After this step, the request header can no longer be edited.

4.3. Performing a data search

New Process Reports	ctions Fewer options							
Functions > 👫 Search data 🚯	Depersonalize 🛛 🕮 Export Data 🛛 🗟 Results Report							
Release 2								
🗳 Reopen								
✓ Set status to Processed	••• Request Date ••••• 03/06/2022							
Request Type · · · · · EXPORT	✓ Processor · · · · · · · CLT\LAUR							
Subject Name	Description							
Subject Surname · · · · · R	Status Processing							
Subject Type Code · · · · CUSTOMER	Creation DateTime · · · · 03/06/2022 14:37							
Subject	··· Processed DateTime							
	Decult Manage							
CLI GDPR Data Protection Request	Kesuit Manage 5							
🔆 Delete Line 🛛 😥 Depersonalize	Set Process 🔮 Remove Process status 🔛 Open Entry							
Result Table Name	Result Field Name							
\rightarrow <u>Customer</u>	No.							
Customer	Invoice Disc. Code							
Cust. Ledger Entry	Customer No.							
Cust. Ledger Entry	Sell-to Customer No.							
Sales Shipment Header	Sell-to Customer No.							
Sales Shipment Header	Sell-to Customer No.							



- 1. Fill in the required fields in the request header. (More information about <u>GDPR Data Protection</u> <u>Request editing</u>)
- 2. After filling in the header of the request, change the status of the request to "Released" by clicking the "Release" button.
 - a. To edit the released request, change the status of the request to "Open" by clicking the "Reopen" button.
- 3. Data search can only be executed if the status of the request is "Released". To execute a data search, click the "Search data" button.
- 4. After executing the data search, the system fills in the rows of the Data Protection Result form. The following fields in the section:

0 | X | 0

- Result Table Name the table in which the record linked with the subject was found
- Result Field Name the table field in which the record linked with the subject was found
- **Process** the editable field that marks the record being processed (records that need to be depersonalized/ included in a Results Report or Excel Document.
- **Processor** the name of the user who performed the data search.
- Process DateTime the date the request was processed.
- **Processed By User** a field indicating which user processed the record.
- Status record processing status. The status can be as follows:
 - Waiting;

- Processed;
- 5. To view a specific entry, click the "Open Entry" button.

4.4. Executing the depersonalization of the Subject Data

	Actions Fewer options						
Functions 🗸 🛛 👫 Search data	😥 Depersonalize 🛛 🕮 Export Data	Results Report					
General	1						
Code	GDPR000006	··· Requ	est Date	03/0	5/2022		
equest Type	EXPORT	✓ Proc	essor	CLT\I	AUR		
ubject Name	L	Desc	ription				
ubject Surname	R	Statu	IS	Proce	essing		
ubject Type Code	CUSTOMER	✓ Crea	tion DateTime	03/0	6/2022 14:37		
ubject	32656565	Proc	essed DateTime				
IT GDPR Data Protection Reque	est Result Manage	ss status 🕌 Open Entry					Ŕ
LT GDPR Data Protection Reque	est Result Manage	ss status 🕌 Open Entry	Process	Processor	Process DateTime	Processed By User	Status
T GDPR Data Protection Reque	est Result Manage	ss status 📓 Open Entry	Process	Processor CLT\LAUR	Process DateTime	Processed By User	Status
T GDPR Data Protection Reque Delete Line Depersonalize Result Table Name Customer Customer	est Result Manage P Set Process Remove Proce Result Field Name Invoice Disc. Code	ss status 📓 Open Entry	Process	Processor CLT\LAUR CLT\LAUR	Process DateTime	Processed By User	Status Waiting
T GDPR Data Protection Reque T GDPR Data Protection Reque Depersonalize Result Table Name Customer Customer Cust. Ledger Entry	est Result Manage a Set Process Remove Proces Result Field Name i No. Invoice Disc. Code Customer No.	ss status 🖀 Open Entry	Process	Processor CLT\LAUR CLT\LAUR CLT\LAUR CLT\LAUR	Process DateTime	Processed By User	Status Waiting Waiting Waiting
T GDPR Data Protection Reque T GDPR Data Protection Reque Delete Line Depersonalize Result Table Name Customer Cust. Ledger Entry Cust. Ledger Entry Cust. Ledger Entry	est Result Manage Pesult Field Name Result Field Name No. Invoice Disc. Code Customer No. Sell-to Customer No.	ss status 🎬 Open Entry	Process	Processor CLT\LAUR CLT\LAUR CLT\LAUR CLT\LAUR	Process DateTime	Processed By User	Status Waiting Waiting Waiting Waiting
T GDPR Data Protection Reque Delete Line Result Table Name Customer Cust. Ledger Entry Cust. Ledger Entry Sales Shipment Header	est Result Manage Besult Field Name Result Field Name Invoice Disc, Code Customer No. Sell-to Customer No. Sell-to Customer No.	ss status 🖀 Open Entry	Process	Processor CLT\LAUR CLT\LAUR CLT\LAUR CLT\LAUR CLT\LAUR	Process DateTime	Processed By User	Status Waiting Waiting Waiting Waiting Waiting Waiting
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T GDPR Data Protection Reque Result Table Name Customer Cust. Ledger Entry Cust. Ledger Entry Sales Shipment Header Sales Shipment Header	est Result Manage Result Field Name Result Field Name No. Invoice Disc. Code Customer No. Sell-to Customer No. Sell-to Customer No. Sell-to Customer No. Sell-to Customer No.	ss status 🍯 Open Entry	Process	Processor CLT\LAUR CLT\LAUR CLT\LAUR CLT\LAUR CLT\LAUR CLT\LAUR CLT\LAUR	Process DateTime	Processed By User	Status Waiting Waiting Waiting Waiting Waiting Waiting Waiting
Correction Reque Result Table Name Customer Cust Ledger Entry Cust. Ledger Entry Sales Shipment Header Sales Shipment Header Sales Shipment Header	est Result Manage a Set Process Remove Proce Result Field Name i No. Invoice Disc. Code Customer No. Sell-to Customer No. Sell-to Customer No. Sell-to Customer No. Sell-to Customer No. Bill-to Customer No.	ss status 📓 Open Entry	Process	Processor CLT\LAUR CLT\LAUR CLT\LAUR CLT\LAUR CLT\LAUR CLT\LAUR CLT\LAUR CLT\LAUR	Process DateTime	Processed By User	Status Waiting Waiting Waiting Waiting Waiting Waiting Waiting Waiting

Picture 16 Depersonalization of the Subject Data

- 1. To depersonalize a Data Subject, select the entries to be depersonalized.
- 2. Click the "Set Process" button. Pressing the button will mark the entries being processed.
 - a. To remove the mark, select the specific records and click the "Remove Process status" button.
- 3. After selecting the records to be processed, click the "Depersonalize" button. The depersonalization can be performed in two ways:
 - a. Clicking the "Depersonalize" button in the request header will depersonalize all records that have the "**Process**" mark.
 - b. Clicking the "Depersonalize" button in the request results section will depersonalize only selected records.

New Process Reports Actions Fewer options	
Functions 🗸 👫 Search data 🚯 Depersonalize 🖷 Export Data 📓 Results Report	
Release	
🕸 Reopen	
✓ Set status to Processed	Request Date
equest type 5 DEPERS	Processor ····· CLT\LAUR
Jbject Name	Description · · · · · · · · · · · · · · · · · · ·
ubject Surname · · · · · · · · · R	Status ····· Processing
ubject Type Code CUSTOMER	Creation DateTime
ubject	Processed DateTime
CLT GDPR Data Protection Request Result Manage	é E
🖮 Delete Line 🛛 Depersonalize 🛛 🗟 Set Process 💕 Remove Process status 🛛 🔛 Open Entry	×
Result Table Name Result Field Name	Processed By Process Process DateTime User Status
→ <u>Customer</u> : No.	CLT\LAUR Waiting
Cust. Ledger Entry Customer No.	CLT\LAUR Waiting
Cust. Ledger Entry Customer No.	CLT\LAUR Waiting
Cust. Ledger Entry Customer No.	CLT\LAUR Waiting
Cust. Ledger Entry Customer No.	CLT\LAUR Waiting
Cust. Ledger Entry Customer No.	CLT\LAUR Waiting
Cust. Ledger Entry Customer No.	CLT\LAUR Waiting

Picture 17 Change of Data Protection Request status

- 4. After the depersonalization, additional information is filled in the depersonalized rows:
 - a. Process DateTime
 - b. Processed By User
 - c. Status -> Processed
- 5. After processing the request, click "Set status to Processed".
 - a. After this step, the request will become uneditable and will become a registry document.

4.5. Generation of the Results Report

New Process Reports Act	ions	Fewer options						
Functions > 🎢 Search data 🕼 [Depe	rsonalize 🖷 Export Data 🔟 Results Report						
Release		3						
• D								
V Reopen	G	DPR000007	1	Request Date	13/06/2022			Ē
 Set status to Processed 			_	Request bate	13/00/2022			
Request Type 4	· D	EPERS ~		Processor	CLT\LAUR			
Subject Name	L]	Description				
Subject Surname	R]	Status	Processing			
Subject Type Code	C	JSTOMER ~]	Creation DateTime	13/06/2022 19:0)3		
Subject · · · · · · · · · · · · · · · · · · ·	. 1(]	Processed DateTime				
		- 1						· -
CLT GDPR Data Protection Request R	lesu	It Manage						le li
🏵 Delete Line 🛛 😥 Depersonalize	2:	jet Process 🛛 🔮 Remove Process status 🛛 🔛 Open E	ntry					,
								>
Result Table Name	,	lesult Field Name		Process Proces	sor Process Da	iteTime	Processed By User	Status
Result Table Name → Customer	: N	Result Field Name		Process Proces	sor Process Da	iteTime	Processed By User	Status Waiting
Result Table Name → Customer Cust. Ledger Entry	: N	Result Field Name Io. ustomer No.		Process Proces CLT\L	sor Process Da AUR	iteTime	Processed By User	Status Waiting Waiting
Result Table Name → Customer Cust. Ledger Entry Cust. Ledger Entry	: N 0	iesult Field Name Io. 'ustomer No. 'ustomer No.		Process Process CLT\L CLT\L CLT\L	sor Process Da AUR AUR	iteTime	Processed By User	Status Waiting Waiting Waiting
Result Table Name → Customer Cust. Ledger Entry Cust. Ledger Entry Cust. Ledger Entry		iesult Field Name Io. Justomer No. Justomer No. Justomer No.		Process Process Image: CLTLU Image: CLTLU Image: CLTLU Image: CLTLU Image: CLTLU Image: CLTLU	sor Process Da AUR AUR AUR AUR	iteTime	Processed By User	Status Waiting Waiting Waiting Waiting

Picture 18 Generation of the Results Report

- 1. To generate the Results Report of stored data about the specific subject, select records that have to be included in the report.
- 2. Click the "Set Process" button. Pressing the button will mark the entries being processed.
 - a. To remove the mark, select the specific records and click the "Remove Process status" button.
- 3. After selecting the records to be processed, click the "Results Report" button.
- 4. After processing the request, click "Set status to Processed".
 - a. After this step, the request will become uneditable and will become a registry document.

CLT\LAUR

Example of a generated report:

	CLT\LAUR	
	Page 1	
Company:	CRONUS International Ltd.	
Subject:	LR	

Contract Gain/Loss Entry:1					
» Customer No.	10000				
Contract Gain/Loss Entry:2					
» Customer No.	10000				
Contract Gain/Loss Entry:6					
» Customer No.	10000				
Cust. Ledger Entry:2431					
» Customer No.	10000				
» Description	Opening Entries, Customers				
» Customer Name	The Cannon Group PLC				
» Currency Code					
» Sell-to Customer No.	10000				
Cust. Ledger Entry:2435					
Cust. Ledger Entry:2435 » Customer No.	10000				
Cust. Ledger Entry:2435 » Customer No. » Description	10000 Opening Entries, Customers				
Cust. Ledger Entry:2435 » Customer No. » Description » Customer Name	10000 Opening Entries, Customers The Cannon Group PLC				
Cust. Ledger Entry:2435 » Customer No. » Description » Customer Name » Currency Code	10000 Opening Entries, Customers The Cannon Group PLC				
Cust. Ledger Entry:2435 » Customer No. » Description » Customer Name » Currency Code » Sell-to Customer No.	10000 Opening Entries, Customers The Cannon Group PLC 10000				
Cust. Ledger Entry:2435 » Customer No. » Description » Customer Name » Currency Code » Sell-to Customer No. Cust. Ledger Entry:2445	10000 Opening Entries, Customers The Cannon Group PLC 10000				
Cust. Ledger Entry:2435 » Customer No. » Description » Customer Name » Currency Code » Sell-to Customer No. Cust. Ledger Entry:2445 » Customer No.	10000 Opening Entries, Customers The Cannon Group PLC 10000				
Cust. Ledger Entry:2435 » Customer No. » Description » Customer Name » Currency Code » Sell-to Customer No. Cust. Ledger Entry:2445 » Customer No. » Description	10000 Opening Entries, Customers The Cannon Group PLC 10000 10000 Opening Entries, Customers				
Cust. Ledger Entry:2435 » Customer No. » Description » Customer Name » Currency Code » Sell-to Customer No. Cust. Ledger Entry:2445 » Customer No. » Description » Customer Name	10000 Opening Entries, Customers The Cannon Group PLC 10000 10000 Opening Entries, Customers The Cannon Group PLC				
Cust. Ledger Entry:2435 » Customer No. » Description » Customer Name » Currency Code » Sell-to Customer No. Cust. Ledger Entry:2445 » Customer No. » Description » Customer Name » Currency Code	10000 Opening Entries, Customers The Cannon Group PLC 10000 10000 Opening Entries, Customers The Cannon Group PLC				

Picture 19 GDPR Data Request Results Report

4.6. Export subject data in XLS format

New Process Reports Actio	Fewer options			
Functions 🗸 👫 Search data 🚯 De	epersonalize 🖷 Export Data 🗟 Results Report			
Release	9			
💣 Reopen				
✓ Set status to Processed	GDPR000007 ····	Request Date	13/06/2022	
Request Type 4	DEPERS	Processor	CLT\LAUR	
Subject Name	L	Description		
Subject Surname	R	Status	Processing	
Subject Type Code	CUSTOMER ~	Creation DateTime	13/06/2022 19:03	
Subject	10000	Processed DateTime		
CLI GDPR Data Protection Request Re	2			67 63
🏞 Delete Line 🛛 🔂 Depersonalize	Set Process 🔮 Remove Process status 🔛 Open Ent	try		53
Result Table Name	Result Field Name	Process Proc	cessor Process DateTime	Processed By User Status
→ <u>Customer</u> :	No.	CLTV	LAUR	Waiting 🚺 ^
Cust. Ledger Entry	Customer No.	CLTV	LAUR	Waiting
Cust. Ledger Entry	Customer No.	CLTV	LAUR	Waiting
Cust. Ledger Entry	Customer No.	CLTV	LAUR	Waiting
Cust. Ledger Entry	Customer No.	CLTV	LAUR	Waiting

Picture 20 Export of Subject data in XLS format

- 1. To export stored data about the specific subject in XLS format, select records that have to be exported.
- 2. Click the "Set Process" button. Pressing the button will mark the entries being processed.
 - a. To remove the mark, select the specific records and click the "Remove Process status" button.
- 3. After selecting the records to be processed, click the "Export Data" button.
- 4. After processing the request, click "Set status to Processed".
 - a. After this step, the request will become uneditable and will become a registry document.

5. GDPR Change Log

The GDPR Change Log List form is accessible via the search box:



Didn't find what you were looking for? Try exploring pages and reports

Picture 21 GDPR Change Log search box

The GDPR Change log list stores all user actions using the GDPR module.

\leftarrow	CLT GDPR Change Log Work Date: 25/01/2024										∏ ⊂ ,«
											10 7 ≣
	Entry No.↑	Date and Time	User ID	Table No.	Table Caption	Field No.	Field Caption	Type of Change	Old Value	New Value	Primary Key
	1	18/05/2022 12:12	CLT\LAUR	70534345	CLT GDPR User Setup	2	GDPR Request Nos	Modification		GDPR	Field1=0(CLT\LAUR
	2	18/05/2022 12:12	CLT\LAUR	70534345	CLT GDPR User Setup	3	Allow to process requests	Modification	false	true	Field1=0(CLT\LAUR
	3	18/05/2022 12:12	CLT\LAUR	70534345	CLT GDPR User Setup	10	Log Interactions	Modification	false	true	Field1=0(CLT\LAUR
	4	18/05/2022 12:12	CLT\LAUR	70534343	CLT GDPR Request Type	0		Insertion			Field1=0(EKSPORT)
	5	18/05/2022 12:12	CLT\LAUR	70534343	CLT GDPR Request Type	2	Request Type Description	Modification		Duom. eksportavimas	Field1=0(EKSPORT)
	6	18/05/2022 12:13	CLT\LAUR	70534343	CLT GDPR Request Type	0		Insertion			Field1=0(NUASM)
	7	18/05/2022 12:13	CLT\LAUR	70534343	CLT GDPR Request Type	2	Request Type Description	Modification		Duom. nuasmeninimas	Field1=0(NUASM)
	8	18/05/2022 12:13	CLT\LAUR	70534343	CLT GDPR Request Type	0		Insertion			Field1=0(PATEIK)
	9	18/05/2022 12:13	CLT\LAUR	70534343	CLT GDPR Request Type	2	Request Type Description	Modification		Duom. pateikimas	Field1=0(PATEIK)
	10	18/05/2022 12:13	CLT\LAUR	70534336	CLT GDPR Database Setup	0		Insertion			Field1=00
	11	18/05/2022 12:28	CLT\LAUR	70534339	CLT GDPR Data Subject	0		Insertion			Field1=0(CUSTOME
	12	18/05/2022 12:28	CLT\LAUR	70534339	CLT GDPR Data Subject	1	Code	Modification	CUSTOMER	PIRKEJAS	Field1=0(PIRKEJAS)
	13	18/05/2022 12:29	CLT\LAUR	70534339	CLT GDPR Data Subject	1	Code	Modification	PIRKEJAS	PIRKĖJAS	Field1=0(PIRKĖJAS)
	14	18/05/2022 12:29	CLT\LAUR	70534339	CLT GDPR Data Subject	2	Description	Modification	Pirkėja	Pirkėjas	Field1=0(PIRKĖJAS)
	15	18/05/2022 12:29	CLT\LAUR	70534339	CLT GDPR Data Subject	3	Main Table	Modification	0	18	Field1=0(PIRKÉJAS)

Picture 22 GDPR Change Log

The GDPR Change log stores the following information:

- 1. Entry No.
- 2. Date and Time the date and time the change was made.
- 3. User ID the user who made the change.
- 4. Table No. the number of the table in which the change was made.
- 5. **Table Caption** the caption of the table in which the change was made.
- 6. Field No. the number of the field in which the change was made.
- 7. Field Caption the caption of the field in which the change was made.
- 8. **Type of Change** the type of change. The types can be as follows:
 - a. Insertion.
 - b. Modification.
 - c. Deletion.
- 9. Old Value the old value.
- 10. **New Value** the new value.
- 11. Primary Key the primary key of the record in which the change was made.

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