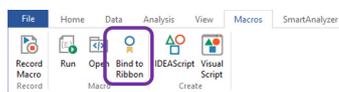 GDPR Compliance Checker

Quick Start Guide

System Requirements.
You need to have IDEA 10.2 (or later) and MS Excel installed to be able to use this add-on.
You can check your IDEA version via File -> Help -> About IDEA. If required you can upgrade to a later version via 'Check for updates' on the same page or go to File -> Passport and check from there. Contact supportbv@caseware.com in case you need assistance.

Installation.
Extract the contents of the zip file to a temporary folder of your choice.
Move the file Translation file.xlsx to ..\My IDEA Documents\Local Library\Other.ILB\
Move the file GDPR-CCDashboard to ..\My IDEA Documents\Local Library\Visualization.ILB\
Move the file GDPR V1.ise to ..\My IDEA Documents\Local Library\Macro's.ILB\
The file GDPR_Hitlist.xlsx can be saved to a folder of your own choosing. You can also edit this document (see full user manual).

 Using the option in IDEA [Macros - Bind to the Ribbon], you can create a button on the ribbon and add the icon for the GDPR app by pointing to the compiled IDEAScript (GDPR .ise)

Using the GDPR Compliance Checker.
Click on the GDPR shortcut on the IDEA ribbon or select Macro's -> Run and select "GDPR V1.ise" from your local library.
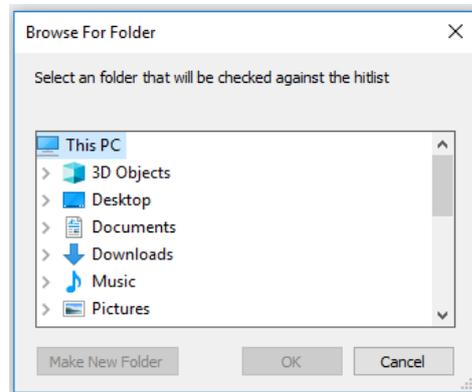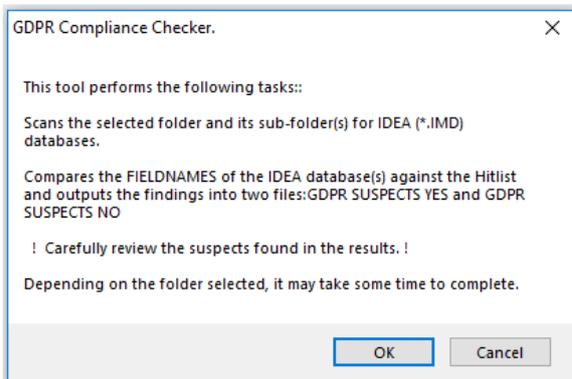
Click 'Yes' to continue and select the folder containing IDEA databases (.IMD files) that you want to analyse.

In most cases this will be your 'managed projects' directory which is normally found in your 'my documents\my idea documents\idea projects' folder. You can however choose any folder to your liking as long as it consists of idea files. Note that the result of the check will appear in the IDEA project that is currently the active (opened) project. In case you only analyse the files in the opened project then you need to select the same project here. In case you want to analyse ALL your managed IDEA projects in one run, then it's advisable to first create a new (empty) IDEA project, then run the GDPR compliance checker and select the root folder of IDEA projects. The checker will analyze all IDEA projects within that folder and display the results in the newly created project.
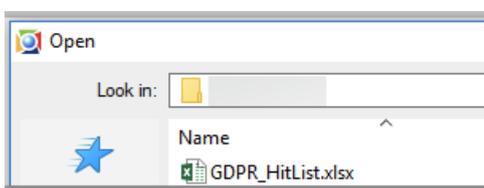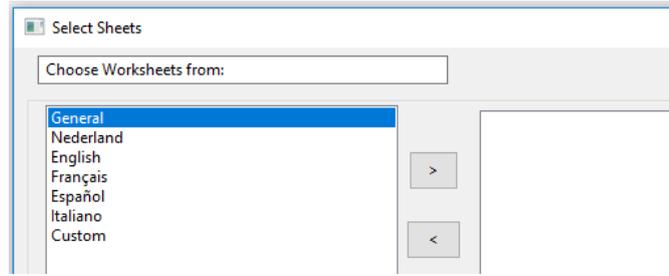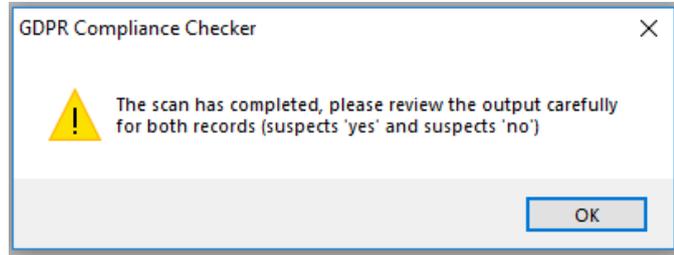

Select the 'GDPR_Htilist.xlsx'

Choose the relevant worksheets from the hitlist against which you are going to cross-check your data from the left column and click on the right-arrow to drag them to the column on the righ-side and click OK to start the check.

 CaseWare ANALYTICS

It is recommended to always choose the 'General' sheet since that contains universal keywords. For the best result you can choose all sheets in case you expect your data to contain words in multiple languages, but the more sheets you select, the longer the check will take to complete.

It is possible to modify the contents of the worksheets to meet your own demands by editing the hitlist.xlsx in Excel, See the user manual for details.

Select Sheets

Choose Worksheets from:

General
Nederland
English
Français
Español
Italiano
Custom

\>

\<

You should see the following window to indicate that the check has finished. Click OK to close it.

GDPR Compliance Checker

⚠ The scan has completed, please review the output carefully for both records (suspects 'yes' and suspects 'no')

OK

You will notice that the following databases have been added to the active project.

GDPR Compliance result	146
GDPR Compliance suspects no	57
GDPR Compliance suspects yes	89

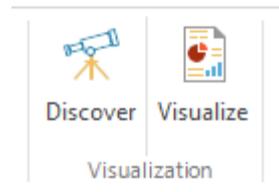In the above example the check has found 89 full or partial matches,

GDPR Compliance result.IMD ✕ GDPR Compliance suspects yes.IMD

	FILE	FIELD	GDPR_SUSPECTS	HITLIST_HIT	REASON_FOUND	REASON_UPDATED
10	CaseCust	BIRTH_DATE	Yes	dat	Partial match found in the fieldname	Partial match found in the fieldname
11	CaseCust	CUSTOMER_OPENING_DATE	Yes	dat	Partial match found in the fieldname	Partial match found in the fieldname
12	CaseCust	LAST_MAINTENANCE_DATE	Yes	dat	Partial match found in the fieldname	Partial match found in the fieldname
13	CaseCust	BRANCH_CODE	No			
14	CaseCust	CIF_OFFICER_CODE	No			
15	CIFMAINT	CIF_NUMBER	Yes	number	Partial match found in the fieldname	Partial match found in the fieldname
16	CIFMAINT	MAINT_DATE	Yes	dat	Partial match found in the fieldname	Partial match found in the fieldname
17	CIFMAINT	MAINT_TIME	No			
18	CIFMAINT	FILE_NAME	Yes	name	Partial match found in the fieldname	Partial match found in the fieldname

The checker has automatically split between restuls No and Yes. Please review these results carefully. In the above example you can see the (main) result database.

You can edit cells in the the field REASON UPDATED. for instance, in the above example, the field FILE_NAME in IMD file "CIFMAINT"(see line 18) was considered a suspect because the word 'name' available in the hitlist could indicate presence of personal data. So, this allows you to enter a remark in there to ignore this suspect because it more likely concerns the name of a file, rather than a perspon.

Using the built-in functionality within IDEA should provide you the possibility to make direct

When clicking on "Visualize" a dashboard will open showing a graphical representation of the statics found.

Discover Visualize

Visualization

GDPR Compliance Checker

IDEA
Data Analyse Software

Quick Start Guide

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