

Group level Personal Information Settings for Administrators

The aim of GDPR is to improve the rights of the EU citizen in terms of data protection, privacy and the confidentiality of personal data. Prodiags has therefore updated the group level personal information settings for administrators.

The Regulation emphasizes the right of individuals to their personal data. The registers must be justified, transparent and consent must be given to the use of the data. An individual should also be able to delete their own information from the register.

Prodiags LMS is a SaaS service where the Registry is [controlled](#) by a group-based educational institution or company that manages group users and user roles.

For client organizations, Prodiags Oy acts as a system administrator, ie as a [data processor](#). [More information on the EU Privacy Policy.](#)

Group Administrator's To-Do List

Each administrator should go through this list and make the necessary changes as soon as possible.

- Verification of the administrator's own contact information
 - If, for example, a system has a problem, which results in the risk of unsafe processing of personal data, it is the responsibility of the data processor (Prodiags Ltd.) to report it as soon as possible. The notification is sent to the role based contact information for the administrators.
 - The administrator / administrators should keep the role email address and mobile phone number up to date. Users "Forget Me" requests are directed to this email address.
 - Prodiags system changes are primarily communicated via our blog and Prodiags 5 – Automotive Master Teacher group. Critical, rapid response can also be made by e-mail, SMS or call.
- User Verification
 - The registers should only contain the necessary personal data. Particularly important is that roles that enable the processing of personal data, such as a teacher or group administrator, are excluded if there is no justification for them.
- Data processing agreement
 - Pre-completed data processing contract can be printed from group settings
- Linking the Privacy Statement
 - The organisations Privacy Statement should be linked to the Prodiags via the group settings.

- Settings for existing personal information fields
 - It is possible to determine group-specific, whether the field is compulsory, voluntary or discontinued
- Customised info text for personal information fields
 - Descriptions of what personal information is used
- Special settings
 - Setting the user deleting delay
 - Does user authentication need administrator approval?

Data processing agreement – DPA

This is done in writing between Prodiags Ltd. and the organisation maintaining the group. If there are several Prodiags groups under the organisation's management, the agreement is made for each group separately, because the personal data processing settings managed by the group administrator are group-specific. The pre-signed contract can be printed from the group settings administrator view (group administrators).

Important!

This agreement must be signed before Prodiags is introduced to the organisation. If the administrator/owner wants to outsource parts of the registry maintenance tasks to Prodiags Ltd., such as new user formatting from an external file, it should also be included in the contract. The language version of the agreement depends on the language of the user interface. If the contract is not available in the selected language, the contract will be printed in English.

Group's Main Data ✕

<p>Group Name*</p> <input style="width: 90%;" type="text" value="Prodiags Demo School"/>	<p>Group ID</p> <p>pd</p>
<p>Start Date</p> <p>22.11.2016</p>	<p>Expiry Date</p> <p>05.08.2025</p>
<p>Unused User Licenses</p> <p>76</p>	
<p>Homepage</p> <input style="width: 90%;" type="text"/>	<p>Privacy policy URL View</p> <input style="width: 90%;" type="text" value="https://www.domain.com/privacy-policy.html"/>
<p>Data processing agreement</p> <div style="background-color: #e74c3c; color: white; text-align: center; padding: 5px; margin-bottom: 5px;">Download prefilled DPA A</div> <p>Filename</p> <p>Prodiags-DPA-20180918.pdf B</p>	

Group's Address ✕

Extra Settings ✕

Save

Edit Users Personal Data Settings
Renew personal data agreement requests

A pre-fetched computing agreement can be found in group settings (A) when the administrator is logged on. Administrator: Print contract and submit **two copies** signed to Prodiags Ltd.

Address:

Prodiags Ltd. / Rudi Steiner
 Kehävuorentie 6
 FI-01690 Vantaa, FINLAND

We return the original piece signed back to the sender, the second piece will remain on Prodiags. A copy of the signed contract can also be found in the group settings (B), here is easy to review the contractual situation.

Privacy Policy

This is an official statement to the user about what information is collected and how it is used. Organisational privacy statements are usually compiled from all the registers used centrally in one place, such as web pages, etc. The organisation's Privacy Statement should also be linked to the Prodiags group's settings, from which it appears to users in the Personal Inquiry Authority. The group administrator maintains this link.

PR O D I A G S

ADMIN > Group Settings

Group's Main Data
⊞

<p>Group Name*</p> <input type="text" value="Prodiags Demo School"/>	<p>Group ID</p> <p>pd</p>
<p>Start Date</p> <p>22.11.2016</p>	<p>Expiry Date</p> <p>05.08.2025</p>
<p>Unused User Licenses</p> <p>76</p>	
<p>Homepage</p> <input type="text"/>	<p>Privacy policy URL View</p> <div style="border: 2px solid red; padding: 2px;"> <input type="text" value="https://www.domain.com/privacy-policy.html"/> </div>
<p>Data processing agreement</p> <div style="background-color: #e74c3c; color: white; text-align: center; padding: 5px; margin-bottom: 5px;"> Download prefilled DPA </div> <p>Filename</p> <p>Prodiags-DPA-20180918.pdf</p>	

Group's Address
⊞

Extra Settings
⊞

Save

Edit Users Personal Data Settings

Renew personal data agreement requests

This address (highlighted in red) is a link to the privacy statement for the description and approval of the personal data coming from the front page and should be completed in full, starting at: http: // or https: //

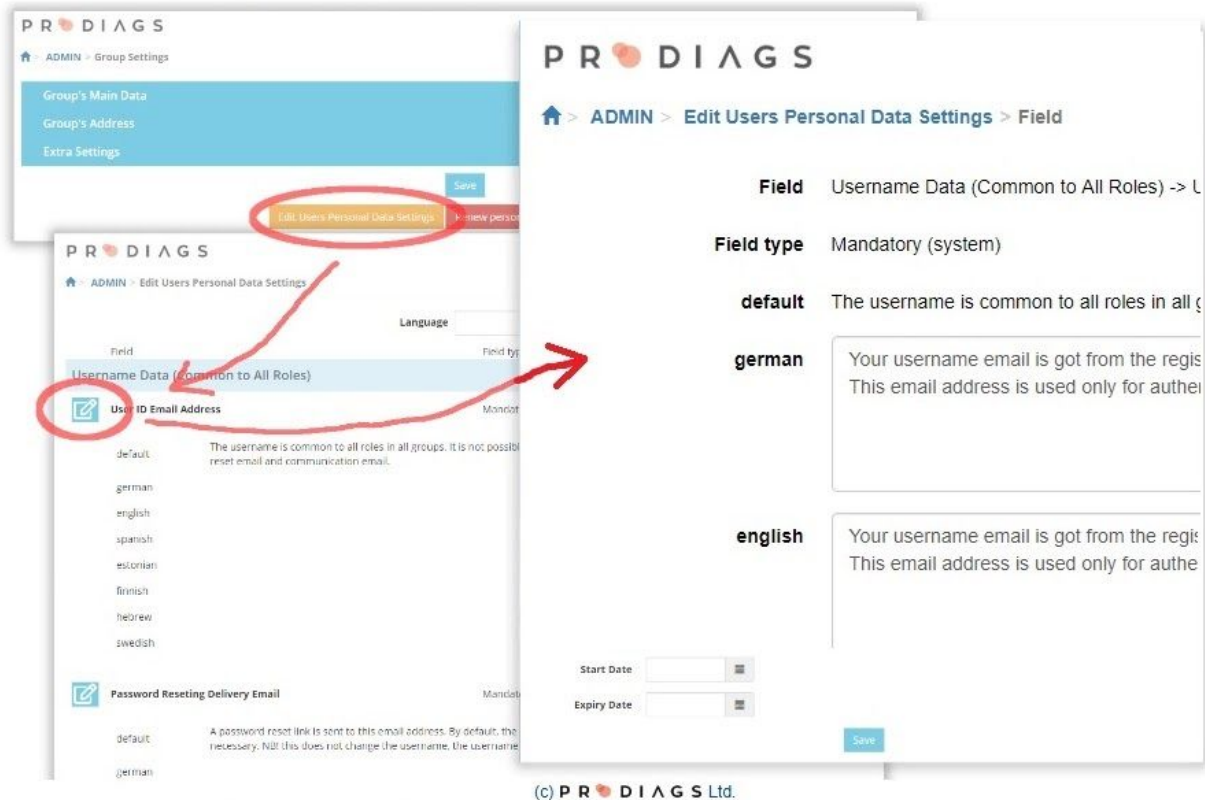
Organisation's Privacy Statement

We recommend to go through every organisation during the launch of Prodiags. This is a summary of all the registers available to your organization. The privacy statement should be reviewed regularly. In supervisory data protection services, the structure of the register is usually analysed by answering questions. Here are answers to typical questions:

Does the database support the management of personal data approvals and denials?	Yes
Do all users have unique usernames?	Yes
Are there quality requirements for passwords? What kind?	Not forced. PD5 has a helper who evaluates the password strength and directs the user verbatim.
Is the system aware of the user's login?	The error log used by the system administrator records inconvenient logins and analyzes, for example, a possible attacker, but we will not automatically close the usernames.
Is the system aware of the use of user's personal information?	We will record who has made the last changes to the data.
Does the system have information on the administrator's actions?	Default only for error situations. During system security auditing or debugging, the login may be extended temporarily, but normally the action is targeted only on test users.
Changing or removing system log data is blocked?	Yes
Is there a plan for backing up the system and its data, which takes into account different data recovery needs?	Yes
Are Backups retrieves Tested?	Yes
Is there a system automated deployment of security updates?	The service is browser-intensive and does not require any applications we maintain on terminal devices.
Has a recovery plan drawn up for the system?	Yes
Has the need to protect personal data identified?	No (the customer may use non-plain user names if desired).
Are data transfers blocked outside the organization?	We do not have data transfer outside the system.
Are there regular security checks?	Yes

Personal Database Settings

These settings allow the administrator to personalise personal information settings, whether they are mandatory, optional, or not. Note, the administrator can not change settings for all personal information fields because some of the basic information is required to show to the user.



The administrator can change descriptions of personal data fields:
ADMIN>GROUP SETTINGS>EDIT USER PERSONAL DATA SETTINGS.

Customised info text for personal information fields

The descriptions of the personal information appear to the user when logging in, the description of the personal data in the approval form.

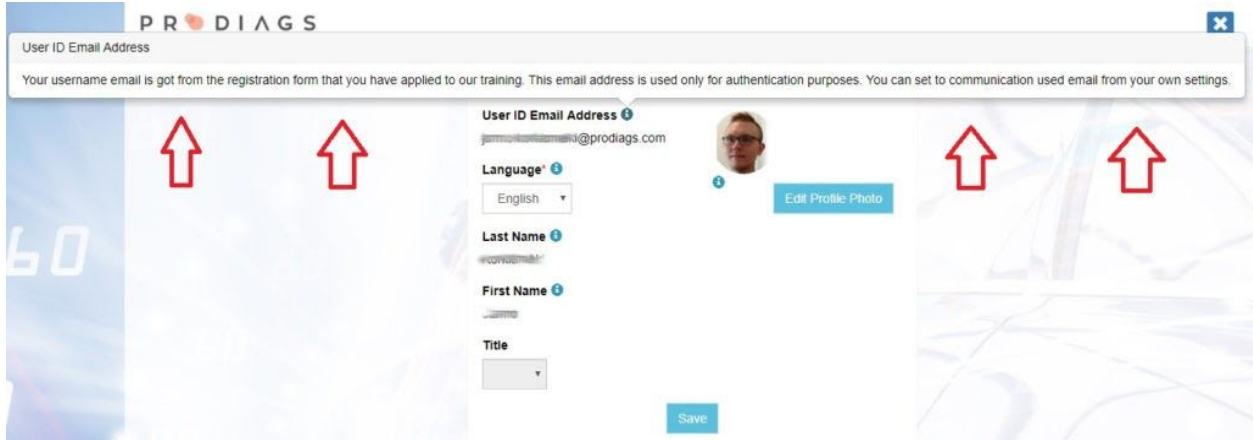
Principles and Practices on the Processing of Personal Data

Group Name
Automotive Master Teacher Program [Privacy policy](#)

Field	Field type	Description
Username Data (Common to All Roles)		
User ID	Mandatory	Your username email is got from the registration form that you have applied to our training.
Email Address	Mandatory	This email address is used only for authentication purposes. You can set to communication used email from your own settings.
Password Resetting Delivery Email	Mandatory	A password reset link is sent to this email address. By default, the same e-mail is used as a username, but you can change it if necessary. NB! this does not change the username, the username remains the original.
New Password	Mandatory	A good password is at least 10 characters long and also contains special characters. The system uses very strong encryption for password processing. If it is possible that someone has stolen your password, then replace it immediately!
Password Reset Delivery Method	Mandatory	The method you want to use to reset your password.
Language	Mandatory	Language of user interface and automated messages of system. If some text is missing in your chosen language, it will be displayed in English.
Last Name	Mandatory	Your name will be used in prints and reports, which you or your group's teachers and admins can see.
First Name	Mandatory	Your name will be used in prints and reports, which you or your group's teachers and admins can see.
User Profile Photo	User optional	A profile photo is common to all roles. The profile photo is shown in teamwork functions and teacher reports. The purpose of the photo is to speed up your acquaintance with others.
Alternative Login	User optional	You can link your Google, O365, or Facebook login to your Prodiags account. In this case, you can use multiple services with one login.

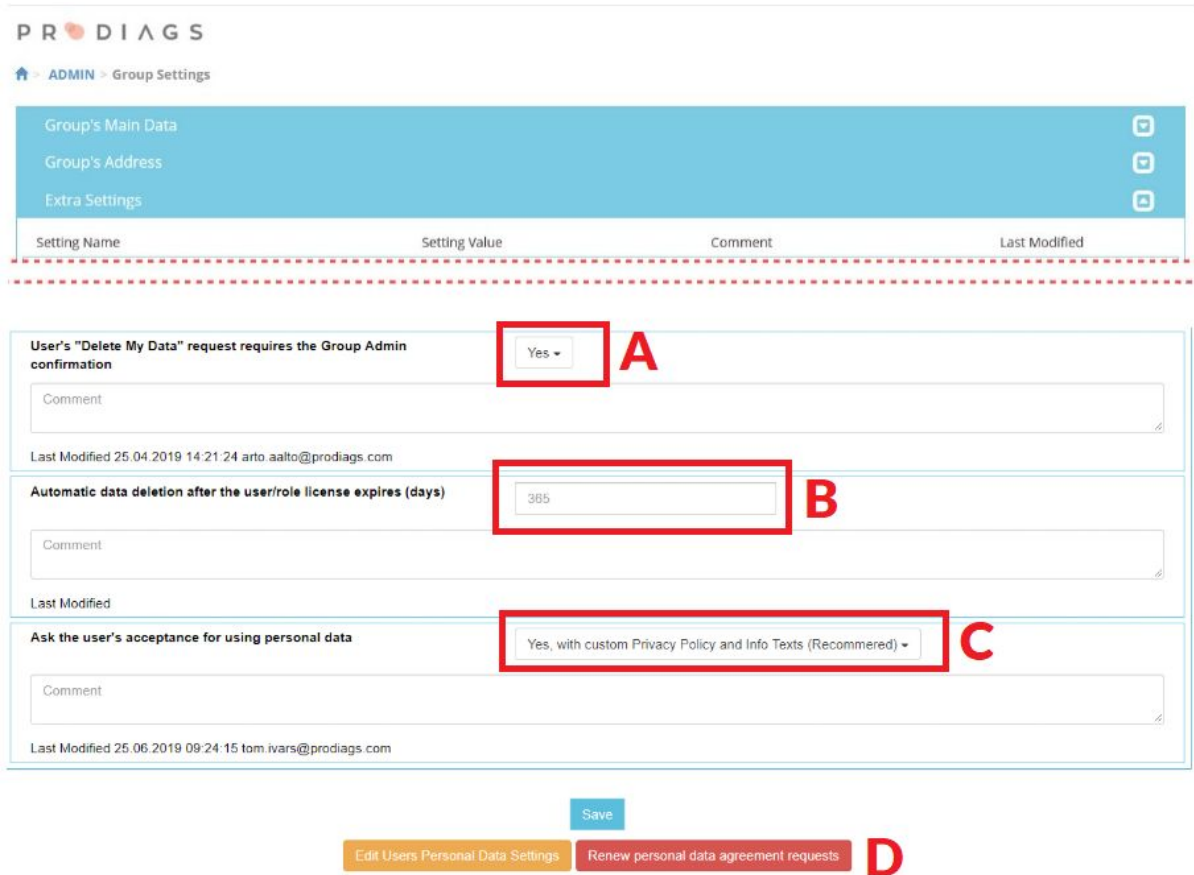
In Prodiags 5, there is an option to add a separate info text to each of the personal data fields used, which can be used for a verbal description of where the information is used in the group.

This does not really replace your data protection report based on GDPR, but it can complement the use of data collected by the data subject. At the same time, info also acts as a guide. The group administrator maintains these info texts.



For example, the user information has an info button that displays a description of the username. These descriptions may be changed by the administrator from personal data settings.

Special settings



The screenshot shows the 'Group Settings' page in Prodiags. It features a navigation bar with 'ADMIN > Group Settings' and a sidebar with 'Group's Main Data', 'Group's Address', and 'Extra Settings'. The main content area is a table with columns for 'Setting Name', 'Setting Value', 'Comment', and 'Last Modified'. Three settings are highlighted with red boxes and labeled A, B, and C:

- A:** 'User's "Delete My Data" request requires the Group Admin confirmation' with a dropdown menu set to 'Yes'.
- B:** 'Automatic data deletion after the user/role license expires (days)' with a text input field containing '365'.
- C:** 'Ask the user's acceptance for using personal data' with a dropdown menu set to 'Yes, with custom Privacy Policy and Info Texts (Recommended)'.

At the bottom of the settings table, there is a 'Save' button and two action buttons: 'Edit Users Personal Data Settings' and 'Renew personal data agreement requests', which is labeled D.

Special settings can be changed specifically for each group.

In the first field you can determine if the student can delete his account by himself or if he needs to ask the administrators permission to do it. (A)

Here you can change the time delay, i.e. how long the roles / users will be kept in the database after the end of the actual license (B).

In this field you can determine how the user sees the **Privacy Policy** and **Info Text** when signing in (C).

The red button (D) redefines the acceptance of the use of personal data, which is acceptable to the user when logging in to Prodiags for the first time. This query will be renewed whenever changes to the group settings affect personal data processing practices.