

Manage Personal Data

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V9.7

Overview

You can manage the Personal Identifiable Information (PII) and the Sensitive Personal Identifiable Information (SPII) in Cora SeQUENCE. With this functionality, you can facilitate data privacy and security to your customers, and adhere to the Global Data Protect Regulations (GDPR). You can also allow your customers to be selective about the information they want you to collect and save in your database.

Managing personal and sensitive data

Managing personal and sensitive data in Cora SeQUENCE involves the following steps:

Steps	Performed by
1. Manage the purge key column	Cora SeQUENCE implementor
2. Mark the personal data	Cora SeQUENCE Administrator
3. Collect the personal data	Cora SeQUENCE Administrator
4. Purge the personal data	Cora SeQUENCE Administrator

1. Manage the purge key column

The purge key column is the column according to which the personal data is replaced. To purge data based on this purge key, the Implementors first need to add and manage this column in all personal data tables. It is recommended that each value is managed with an active date, to enable lifecycle automatic purge.

For example, Customer Id and Customer Email can be added as the purge key columns to the personal data tables.

2. Mark the personal data

To start managing the personal and sensitive data, you need to first identify and mark which information can be considered as personal and sensitive. This is done per customer requirement.

Procedure

You can either search for a table with the table name or choose a table from the existing workflows.

Search with the table name

1. Go to **Administration > Global Settings > Personal Data Tables Definition**, and click **Add New Record**.
2. In the Table field, enter at least the first three letters of the table name whose data you want to mark as personal.
For example, tbl, roles, or UACT.
Keying in *tblatt* displays tblAttachments, tblAttachmentsClosed and tblAttachmentsTemp tables in the list.

NOTE

You can search for a table with the table schema. For example, dbo or rbac.

3. Select the table to purge.
4. Edit the table alias if required.
5. In the Purge Key Column, select the table column to be considered as the primary key for fetching purged columns.

NOTE

Only integer and string datatype columns appear for selection as Purge key column.

6. In the Columns to be purged, select the columns which are to be considered as personal data. The system populated the default value as a replacement for these column values. If you want, then you can also enter a replacement value of your own for each column.
7. Select the **Null** check box to purge the column and not have a replaced value.
8. Select the **Is Attachment** check box to specify that the record is an attachment. This option validates that the actual attachment is also purged along with.
9. Click **Add**.

Add record to: Personal Data Table Definition

Table *
 Find Workflow Tables

Alias *

Purge Key Column *

Table Key Column *

Columns to be purged *

Personal Data	Name	Type	Is Attachment	Replaced Value
<input type="checkbox"/>	fidADFilterId	Int32	<input type="checkbox"/>	<input checked="" type="checkbox"/> Null <input type="text"/>
<input type="checkbox"/>	fidCalendarId	Guid	<input type="checkbox"/>	<input type="checkbox"/> Null <input type="text" value="00000000-0000-0000-0000-000000000000"/>
<input checked="" type="checkbox"/>	fidEmail	String	<input type="checkbox"/>	<input checked="" type="checkbox"/> Null <input type="text"/>
<input type="checkbox"/>	fidEmpLastName	String	<input type="checkbox"/>	<input type="checkbox"/> Null <input type="text"/>
<input type="checkbox"/>	fidEmpName	String	<input type="checkbox"/>	<input type="checkbox"/> Null <input type="text"/>
<input checked="" type="checkbox"/>	fidEmpUserName	String	<input type="checkbox"/>	<input type="checkbox"/> Null <input type="text" value="XXXX"/>

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Add Cancel

[Search from the existing workflows](#)

1. Go to **Administration > Global Settings > Personal Data Tables Definition**, and click **Add New Record**.
2. Click **Find Workflow Tables**.

3. In the Find Workflow Tables screen, navigate to the path where the table is located.
4. Select the table from the list. The **Table virtual path** and **Table** fields get auto-populated on selection.
5. Click **OK**.
6. Follow steps 3 to 9 from the above procedure.

3. Collect the personal data

To collect the marked personal data from the tables, you need to add the Add Personal Data Purge Request built-in command to the workflow.

1. In the Administration site, open your workflow.
2. From the Toolbox, under the Server Side category, click the Built-in Command activity.
3. Double-click the Built-in Command activity in the workflow.
4. In the Select Built-in Command screen, select:
 - a. Category as **Personal Data Operations**.
 - b. Commands as **Add Personal Data Purge Request**.
5. Click **Next**.
6. In the Input Parameter Bindings screen, click the **PurgeRequest request** parameter and clear the **IsNull** check box.
7. Expand the **PurgeRequest request** parameter.
8. Click the **PurgeKeyValueCollection PurgeKeyValues** parameter.
9. In the **Length** field, add the number of purge key values you want to add. Based on the number added in this field an equal number of **Value** fields appear.
10. Add in the **Value** field the purge key based on which the activity will fetch the purged columns.
11. Click **Finish**.

Add Personal Data Purge Request - Input Parameter Bindings

Request

- [-] AddPurgeRequest
 - [-] PurgeRequest request
 - PurgeKeyValueCollection PurgeKeyValues = fldCalendarId

DataSource

AutoPopulate

Length 1

Value fldCalendarId

IsNull

↳ (metadata)

- ↳ End
- ↳ Start

Back Finish Cancel

4. Purge the personal data

To purge the marked personal data from the tables, you need to create a Personal Data Purge job.

1. Go to **Administration > Global Settings > Jobs Management**.
2. Click **+Add Job**.
3. In the Create New Job window, select the **Personal Data Purge** job.

Create New Job

Choose a Job Type *

- Archiving Data Collector
- Archiving Data Worker
- Archiving Files Worker
- ElasticSearch Full Load Data Collector
- ElasticSearch Incremental Load Data Collector
- Email Sender
- File Migration
- Personal Data Purge**
- Purge Files
- Start Workflow
- Workflow Redirect (Preview)

Name
Personal Data Purge

Description
Purges data from database table columns that are defined as holding Personal Data, according to the queue of Purge Requests (created by the Add Personal Data Purge Request Built-in Command).

Create **Cancel**

4. Click **Create**.
5. Configure the job like any other job, and click **Finish**.
For details, see [this article](#).

To purge files from the database, create a **Purge Files** job along with the Personal Data Purge job.

Archive the personal data

An archive database is a separate database from the Cora SeSequence operational database. Cora SeSequence does not handle any personal data already moved to the archive database.

You can add the following application variable to initiate the column purging of the marked personal data while archiving.

Application variable	Value
JES.Archiving.PurgePiiDuringArchiving	<ul style="list-style-type: none">• False: default, moves the personal data to the archive database.• True: purges all the personal data columns while moving them to the archive database.

Limitations

- Only Cora SeSequence database manages the personal data. Any data moved to other systems, archives, or backups is not handled.
- System tables, except *tblEmployees* are not handled.

V9.6

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For example, Customer Id and Customer Email can be added as the purge key columns to the personal data tables.

Mark the personal data

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NOTE

Only integer and string datatype columns appear for selection as Purge key column.

5. In the Columns to be purged, select the columns which are to be considered as personal data. The system populated the default value as a replacement for these column values. If you want, then you can also enter a replacement value of your own for each column.
6. Click **Add**.

Add record to: Personal Data Table Definition

Table *
Filtered by Table name "Starts with"
dbo.tblEmployeeLoginSessions

Alias *
dbo.tblEmployeeLoginSessions

Purge Key Column *
fidUserId

Columns to be purged *

Personal Data	Column Name	Column Type	Replaced Value
<input checked="" type="checkbox"/>	fidOriginalUserId	Int32	XXXX
<input type="checkbox"/>	fidUserId	Int32	default

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Search from the existing workflows

1. Go to **Administration > Global Settings > Personal Data Tables Definition**, and click **Add New Record**.
2. Click Find from workflows.
3. In the Table With Wizard screen, select the folder where the table is located.
4. Select the table from the list. The **Table virtual path** and **Table** fields get auto-populated on selection.
5. Click **OK**.
6. Follow steps 3 to 6 from the above procedure.

Collect the personal data

To collect the marked personal data from the tables, you need to add the Add Personal Data Purge

Request built-in command to the workflow.

1. In the Administration site, open your workflow.
2. From the Toolbox, under the Server Side category, click the Built-in Command activity.
3. Double-click the Built-in Command activity in the workflow.
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 - [-] PurgeKeyValueCollection PurgeKeyValues = fldCalendarId

DataSource

AutoPopulate

Length 1

Value fldCalendarId

IsNull

> <> (metadata)

- > End
- > Start

Back Finish Cancel