

## otris privacy 6.2 The key innovations at a glance

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## Intro

We are pleased to announce the latest otris privacy release. The aim of the further development was to supplement as many functions as possible, which support you in the establishment of GDPR-compliant data protection management. otris privacy 6.2 covers most of the GDPR requirements. We will gradually incorporate the remaining topics in short successive releases. The advantage of these short release cycles is that they benefit immediately from the new functions that simplify the transition to GDPR. In addition, we can incorporate your feedback from practice directly into the further development and make a practice-oriented fine-tuning of the software.

All functional enhancements are described in a revision of the manual, which we will ship as soon as possible. The manual for the previous version (otris privacy 6.1) in combination with the present document gives you a good overview of the functionality of otris privacy 6.2.

**otris** software AG

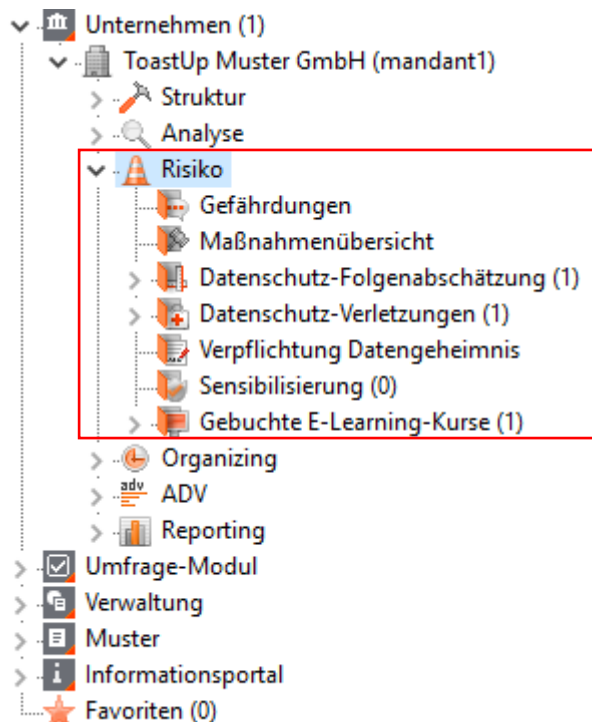
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# 1. Risk analysis

Data protection management is a responsible task, which is even more important due to the GDPR. A multitude of processing activities in the company presents data protection officers with the challenge of maintaining an overview. Where does the company comply with the law? Where are their weaknesses? At which point must changes be made? For these issues, the new risk approach of otris privacy will provide valuable support.



## 1.1 New option in the menu: Risk

Under the new "Risk" node, otris privacy 6.2 combines all program functions that contribute to the prevention and control of risks or to deal with escalated risks. However, the seven sub-topics are not new: we have moved them from the areas of "analysis" and "organizing" into the new "risk" area.

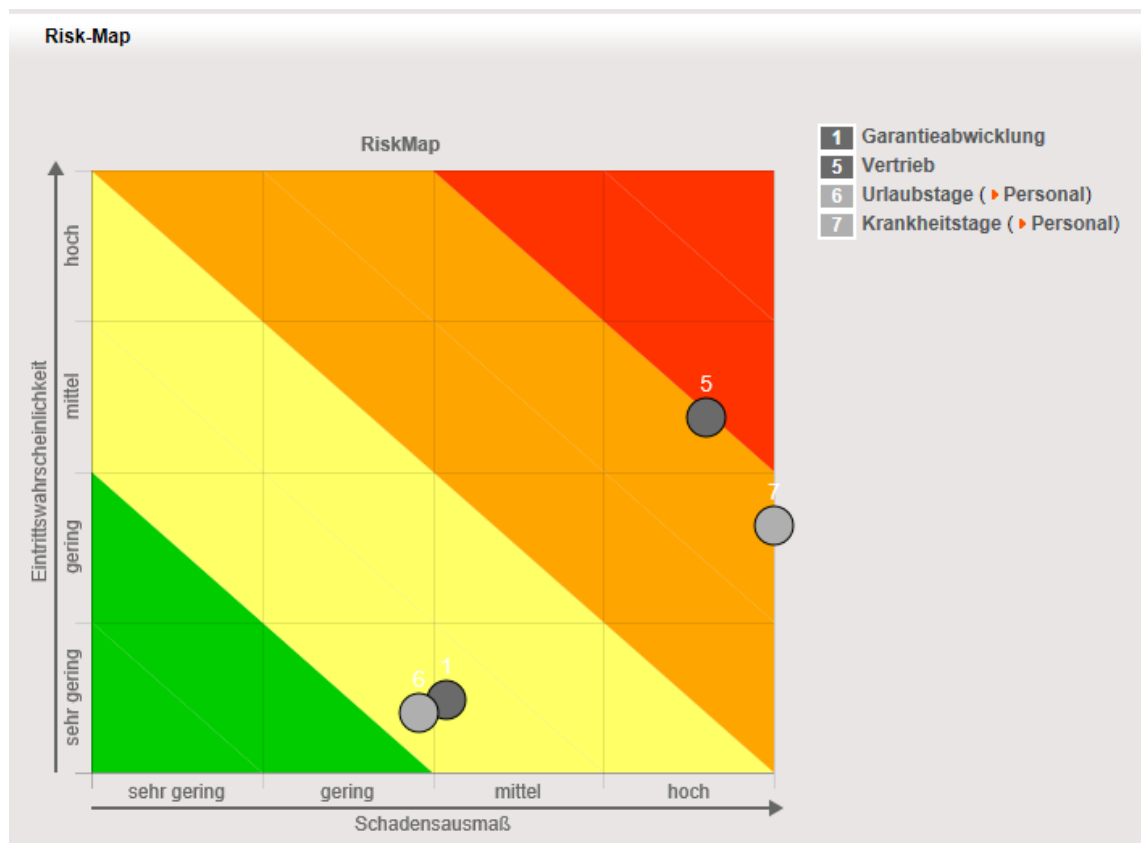
**Note:**

*The menu item "Resolutions" we removed in the "Organizing" area. For the sake of simplicity, the resolutions are integrated in the "Measures Overview" (formerly "Optimizations").*

## 1.2 Riskmap

The new Riskmap is a visualization tool for the company's privacy level. It shows at a glance which processes and processing are particularly critical. The data protection officers can react accordingly and take a closer look at these high-risk processes.

The risk map can be found on the overview page of the new menu item "Risk". If you click on one of the numbered circles in the risk map, you will be taken directly to the overview page of the relevant processing, where you can proceed with a more detailed risk assessment.



The classification of the riskmap is configurable. The default settings are four risk zones: very low, low, medium and high. Under "Administration → Riskmap Configuration", you can customize gradations as you like.

**Risk-Map - Riskmap-Konfiguration**

**Bezeichnung X-Achse:** Schadensausmaß  
 Bezeichnung X-Achse (en): Measure of damages

**Bezeichnung Y-Achse:** Eintrittswahrscheinlichkeit  
 Bezeichnung Y-Achse (en): Occurrence probability

**Kennzahlardarstellung:** RiskMap

Stufen für das Schadensausmaß (4)   Stufen für die Eintrittswahrscheinlichkeit (4)

Label	von	bis
sehr gering	0	25
gering	25	50
mittel	50	75
hoch	75	100

OK   Abbrechen

### 1.2.1 x-Axis: extent of damage

The potential extent of damage is derived from the data and groups of persons involved in processing. For each data category, a value for the sensitivity is stored (value range 0 - 100), each group of persons is classified according to their protection requirement (value range also 0 - 100). You can change the settings under "Administration → Templates → Data categories or Person groups".

The extent of the damage is the product of the sensitivity of the data and the protection requirements of the group of persons, with the highest value in the data protection matrix determining the overall risk of the procedure and thus the positioning on the x-axis of the risk map. So, the more sensitive the data processed and the higher the protection needs of those affected, the higher the risk of processing is classified.

Datenschutzmatrix				
Datenkategorien	Personengruppen	Kunden	Lieferanten	Auftraggeber
		Abnehmer von Waren und Dienstleistungen	Zulieferer von Waren	Vertragspartei, die dem eigenen Betrieb einen Auftrag erteilt hat
1. Adressdaten	Straße, Hausnummer, Postleitzahl, Ort			
2. Bankverbindung	Kontonummer, Bankleitzahl, Name des Kreditinstituts, Name des Kontoinhabers			
3. Kontaktdaten	Telefon, Fax, Mobil, Email			

### 1.2.2 y-Axis: probability

The probability of occurrence derives from the evaluation of the checklists of a processing. All questions rated "not OK" and all questions rated "conditionally OK" (50% credit) are set in relation to the total number of questions. The resulting percentage indicates the probability of occurrence of the potential risks of processing and thus determines the positioning on the y-axis. Or, in other words, the greater the deviation from the safety regulations and legal requirements, the higher the likelihood of a potential damage occurring.

### 1.3 Radar chart

The new spider web diagram provides the data protection officer with a graphic evaluation of the defined protection goals of a processing, which were examined by means of the checklists. He can therefore read the critical areas of processing at a glance.



This example shows that access control (location), data access control, and availability control are very well implemented, while there is still a lot of work to be done in the area of data loss prevention. The data protection officer should therefore take a closer look at the corresponding check-list.

You decide for yourself which checklists you would like to display in the spider-web diagram. By clicking on the diagram symbol under "Protection objectives", an assistant opens to select the displayed checklists. Please note that only fully completed checklists are included in the evaluation. Furthermore, at least three checklists must be selected to display the spider web diagram.

## 2 Processes

In order to be able to better structure and group the multitude of processing in the company, we have introduced "processes" (the process term can be changed under "Administration → Options → Basic configuration"). In one process, you can create new processes or move existing ones into the process.

The screenshot shows the 'Personal' process configuration in the otrs privacy corporate software. The interface includes a sidebar with a tree view of processes, a main area with a RiskMap, and a table for process overview.

**RiskMap:** A 4x4 matrix with 'Eintrittswahrscheinlichkeit' (Probability of Occurrence) on the y-axis (sehr gering, gering, mittel, hoch) and 'Schadensausmaß' (Extent of Damage) on the x-axis (sehr gering, gering, mittel, hoch). The matrix is color-coded: green for low risk, yellow for medium risk, and red for high risk. Two data points are plotted: 'Urlaubstage' (Vacation days) at (mittel, mittel) and 'Krankheitstage' (Sick leave days) at (hoch, mittel).

**Verfahrensübersicht (Process Overview):**

Kurzname	Abteilung	Bearbeiter	Frist	Kontrollleur	Stichtag	akt. Stand		
Personaldatenverwaltung	Personalabteilung	Bianca Perona		Peter Schutz		erstellen		
Urlaubstage		Frank Reich		Peter Schutz		kontrollieren		
Krankheitstage		Frank Reich		Peter Schutz		kontrollieren		

**Dokumente (Documents):** Es sind noch keine Dokumente hinterlegt worden.

**Aktionen (Actions):**

- Prozess bearbeiten
- Neues Dokument hinzufügen
- Neues Verfahren

In addition to the improved structuring of the company processes, this also makes it possible to analyze risks for parts of the company. In addition, the next version 6.3 will also allow data protection success assessments at the process level. With this we will reproduce GDPR article 35, paragraph 1: "A single estimate can be made for the investigation of several similar processing operations with similarly high risks."

In addition, notifiable data protection violations now also appear on the task page of the respective user.





## 4 Checklists

The integrated checklist mechanism in otris privacy has always been at the heart of the software and is constantly evolving. The highlights of version 6.2 concern the topics "automatic evaluation", "New question types" and "transport-secured sending of answers".

### 4.1 Automatic evaluation

Answers to questions of the type "yes or no" and "multiple choice" can now be evaluated automatically. The assessments for the different answer options are to be specified in the definition of the question and are then applied automatically. Of course, the goal of the automatic assessment is to reduce the data controller's manual control effort and present results faster. Automatically rated answers are marked in the overview; the rating can be changed manually, of course.

### 4.2 New questions

There are some new types of questions, e.g. The person groups / data categories of a processing or a procedure can be referenced in questions. The design of the checklists thus becomes even more variable and flexible.

### 4.3 Secure transport of answers

If you want to send checklists to people who do not have access to otris privacy, you can use the e-mail functionality. Here, the checklist is sent as an attachment to an e-mail to the completing person. The transport to the filler was done so far by unencrypted e-mail via the Internet.

With version 6.2 the possibility has been added to send only a link to the questionnaire in the e-mails. The questionnaire itself is distributed via the service cryptorage, which is operated by the otris subsidiary bytemine. Cryptorage works with TLS / SSL, ensuring that the questionnaire is not sent openly over the Internet. In addition, using a broadcast service prevents the questionnaire from being blocked by some firewalls / virus scanners for security reasons.

The return transport takes place, as before, encrypted end-to-end. This encryption has been completely re-implemented after problems with some international special characters in version 6.1. **For this reason, you can find answers to questionnaires with version 6.1. have NOT been sent in version 6.2! Please import all answers from the 6.1er version before you switch to otris privacy 6.2.**

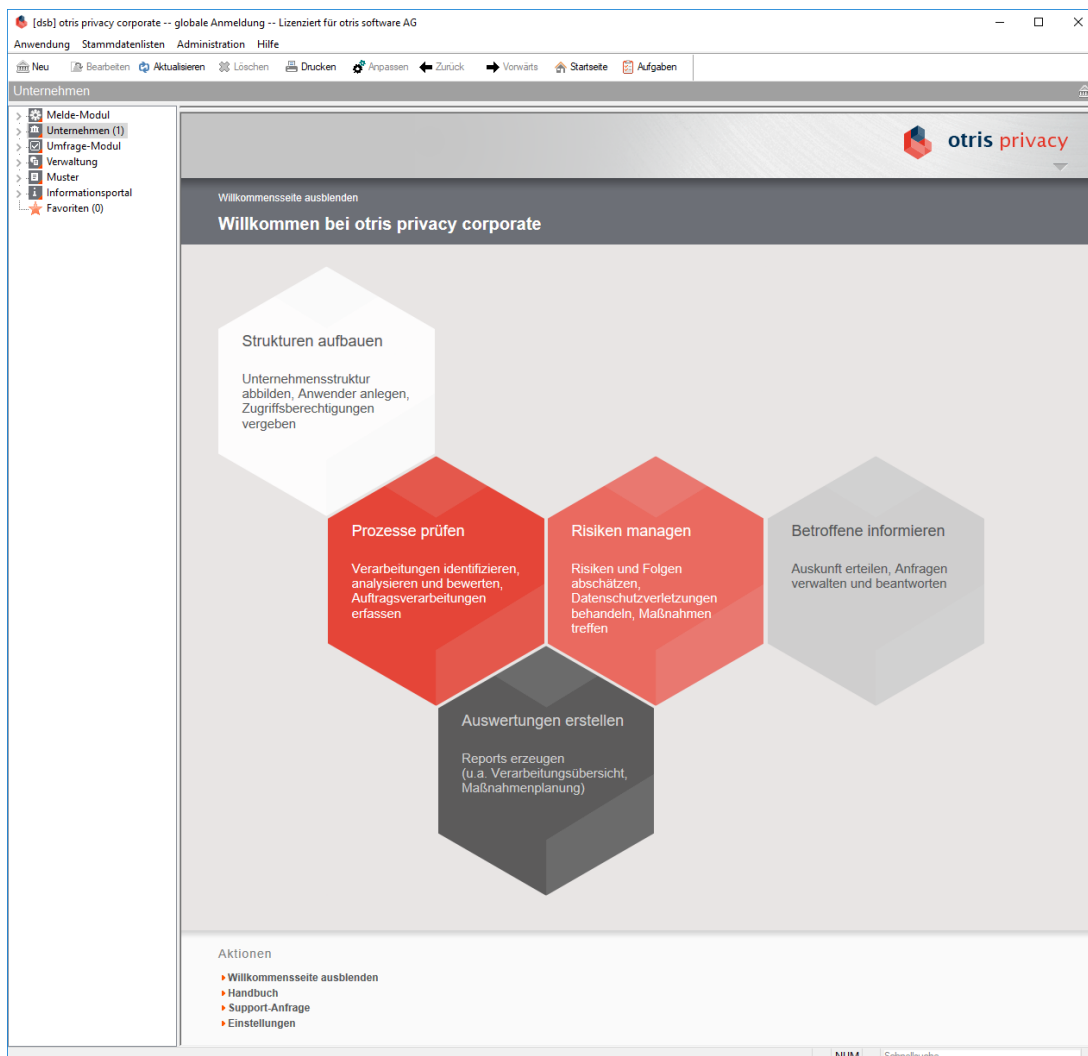
**Please also note that the end-to-end encryption of the questionnaires no longer works with Internet Explorer. To use encryption, one of the following browsers is required: Edge, Chrome, Firefox, or Safari.**

## 5 User friendliness

otris privacy is a powerful tool with a large range of functions. A regular review and optimization of usability and clarity is essential. With version 6.2, we have made the following changes in presentation or operation to help you work with the privacy management software.

### 5.1 New homepage

The homepage of otris privacy in the new version is not only visually appealing, it also provides a "red thread" for working with the software. The start of working with the software is provided by the section "Building structures". After completing the basic training, the three parallel areas "Process Review", "Manage Risk" and "Inform Concerned" are being worked on. Finally, based on this productive work, you can regularly create "evaluations".



## 5.2 Menu structure in Answer-wizard

Especially with a variety of questions you could ever lose track in the course of the answer. So that you always know which topic block you are currently in, the questions in the Answer Wizard are now grouped according to checklists.

Beantworten der Fragen - Verfahren Krankheitstage - Frage 6 von 17

Übersicht

Zutrittskontrolle

Zugangskontrolle

- Frage 5 ✓
- Frage 6** ✓
- Frage 7 ✓
- Frage 8 ✓

Zugriffskontrolle

Fertig

Werden Räume und Schränke, in denen Daten unter Verschluss gehalten werden, direkt nach Benutzung wieder verschlossen? (000037, Pflichtfrage)

☐ Ja

☒ Nein

Kommentar

Abbrechen

< Zurück

Weiter >

Fertigstellen

If you assign a question topic within a checklist, you will also be grouped according to the question topic.

## 6 Miscellaneous

### 6.1 Cancellation period of 7 years

In Austria, for example, there is often a 7-year cancellation period in practice. Accordingly, in otris privacy, we have added this year in the deletion periods.

### 6.2 Designation for the data protection officer

Not all countries have a data protection officer, the names vary within Europe. For this reason, we have made the terminology from otris privacy 6.2 variable. In the company dialog, you can enter the name you require in the "DS Responsible" field in the "Appearance" tab.

## 7 More to come

The most comprehensive innovation of the upcoming version 6.3 will be order processing. In addition to the legal requirements, the feedback and the valuable practical experience of our customers are also incorporated into the further development. In addition, we are currently working on optimizing the data privacy assessment. In addition, after May 2018, we will remove the then obsolete BDSG features from otris privacy.

In order to inform our customers more comprehensively, simply and quickly about our products, otris software AG is currently developing an information portal where we publish regular release notes and provide the manual as well as further documentation. We will inform you as soon as the new system is available online.