

Jive Interactive Intranet

Cloud Administrator Guide

Jive Extensions: GDPR Add-on

Notices

For details, see the following topics:

- [Notices](#)
- [Third-party acknowledgments](#)

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Table of Contents

Aurea global support.....	5
Chapter 1: GDPR add-on.....	6
Installing GDPR Add-on	6
Configuring GDPR Add-on.....	6
Configuring user groups for GDPR	6
Applying user groups to GDPR	7
Setting up the GDPR anonymization criteria for automatically anonymizing users.....	7
Manually anonymizing users with GDPR add-on.....	8

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1

GDPR add-on

GDPR add-on helps to make Jive GDPR-compliant by removing the Personally Identifiable Information (PII) of a user from the system. This add-on gives the user the ability to remove or download the information from the system.

For details, see the following topics:

- [Installing GDPR Add-on](#)
- [Configuring GDPR Add-on](#)
- [Manually anonymizing users with GDPR add-on](#)

Installing GDPR Add-on

Open a support with the Support to install this add-on.

Configuring GDPR Add-on

GDPR Add-on is an add-on that uses user groups for determining access to the add-on configuration.

Fastpath: Admin Console > Permissions > User Groups

Fastpath: Advanced Admin Console > People > Management > Create User Group

Fastpath: User interface: Your avatar > Add-ons

A user must have at least Manage System permissions to configure add-ons.

Configuring user groups for GDPR

The GDPR add-on uses user group to provide secure access to the add-on configuration.

To configure user groups for the GDPR add-on:

1. Go to the user group configuration page:

- **Admin Console > Permissions > User Groups**
 - **Advanced Admin Console > People > Management > Create User Group**
2. Under **General Settings**, enter a user group name and click **Create Group**.
For this example, we are creating a `JEP_GDPR_Addon Workflow` user group.
 3. Add the concerned administrators as members to this user group.
 4. Save the changes.

Applying user groups to GDPR

Add the preconfigured user group (or groups) to the GDPR Add-on configuration to allow users of this group to use the add-on.

Fastpath: User interface: Your avatar > Add-ons

A user must have at least Manage System permissions to configure add-ons.

To configure user groups for the GDPR add-on:

1. Go to **User interface: Your avatar > Add-ons > All Add-ons > Installed** .
2. Find **GDPR** in the list, click **the gear icon > Settings** .
3. Under **App Security**, click the gear icon next to **Anonymize Users**.

User groups with access to the add-on configuration are listed here. By default, the **All registered users** user group is used.

4. On the **Manage App User Groups** page, remove **All registered users** and add the user groups which should have access to the add-on.

In this example, we are adding the `JEP_GDPR_Addon Workflow` user group.

5. Save the changes.
6. Click **Configure now**.
7. Click **Save and Activate** to apply the changes.

Members of the specified user groups (`JEP_GDPR_Addon Workflow` in the example) can now configure and use the GDPR add-on.

Setting up the GDPR anonymization criteria for automatically anonymizing users

Here you can find details on setting up the anonymization criteria for the GDPR add-on.

To set up the GDPR anonymization criteria for automatically anonymizing users:

1. Go to **User interface: Your avatar > Add-ons > All Add-ons > Installed** .
2. Find **GDPR** in the list, click **the gear icon > Settings** .

3. Click **Configure Now**.
4. On the **Configure GDPR Add-on** page, configure the settings as per the description provided for each criterion.

For example, **Anonymize Users**, as shown in the screen shot below. Navigate through the criteria by clicking on the screen number (1, 2, ...).

Configure "GDPR Add-On"

Anonymize Users Yes No
Enables/Disables the entire Anonymize Users feature, both for Manual and Automated Task.

Days since Last Modification Date:
In order for Users to be Anonymized the Last Modification Date (i.e. when the User was Disabled) has to be more than the specified number of Days ago. When set to zero, this criteria is ignored.

Federated Validation: Yes No
When Enabled, Users have to be Federated (and Disabled) in order to be Anonymized.

Remove Profile Photos?: Yes No
If the Profile Photos should be deleted when the Users are Anonymized.

Save

1 2 3

5. Click **Save** to save the configured GDPR Add-on criteria.

According to the configured settings of the GDPR Add-on criteria, users are automatically anonymized as per the defined schedule.

Attention: In the configuration, 1 Day = 24h and not 1 Calendar day.

Users, whose User IDs have been provided in the Task Report Users criteria during the GDPR Add-on configuration, will receive a notification in their Inbox listing the users, who have been anonymized via automated anonymization.

For information on setting the Cron job, you can refer to [Cron Expression Generator & Explainer - Quartz](#).

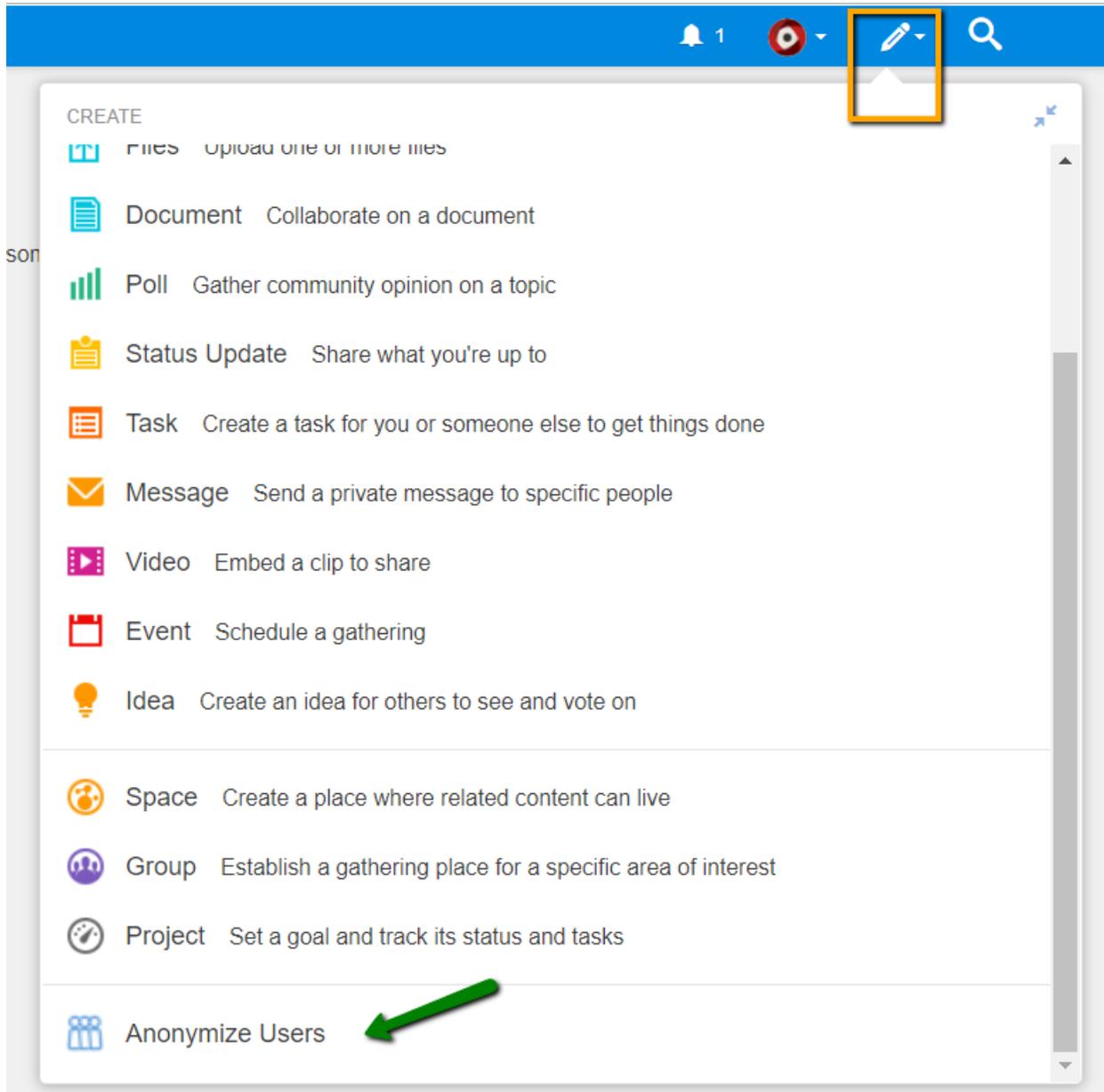
Manually anonymizing users with GDPR add-on

Here you can find details on using the GDPR add-on to manually anonymize users.

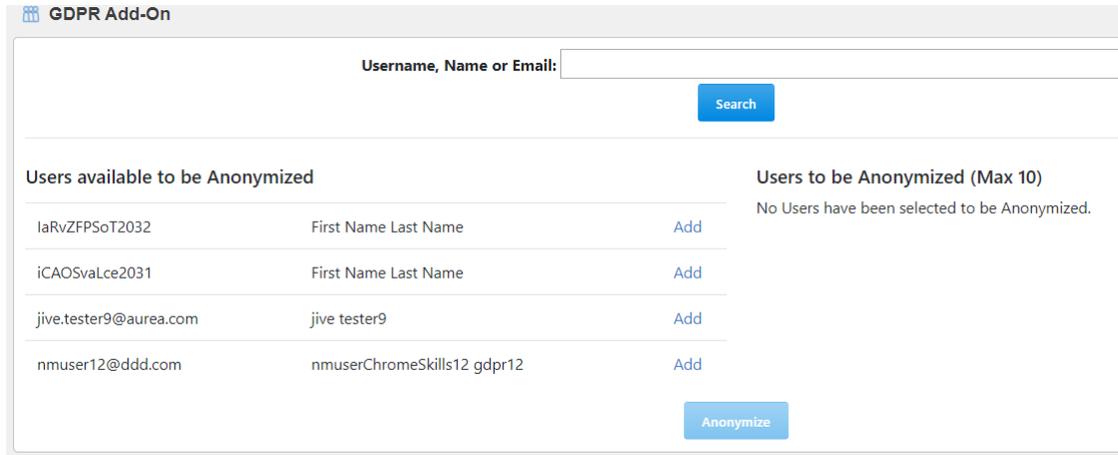
Fastpath: the pencil icon > Anonymize User

To manually anonymize users:

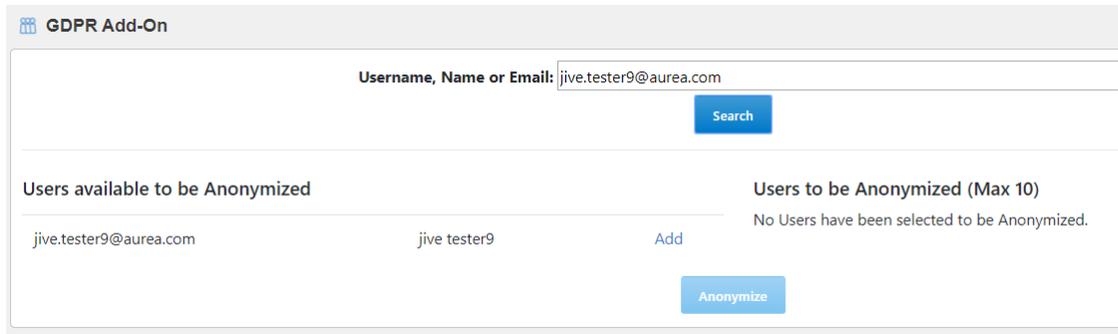
1. On the Jive user interface, go to **the pencil icon > Anonymize User** .



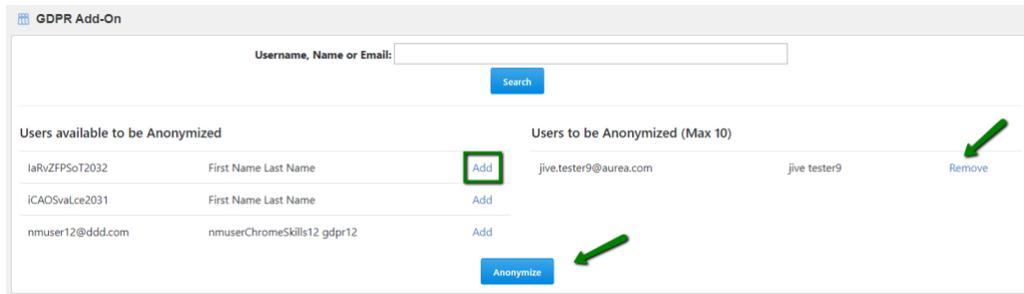
The following screen is displayed:



2. On the GDPR Add-on page, search for the user or users to be anonymized by providing their exact and complete username or name or email.



Or, if the user or users are already listed on the screen under the column **Users available to be Anonymized**, then select the concerned user or users and add a maximum of 10 users to the **Users to be Anonymized (Max 10)** column.



3. Select the concerned user names from the left column listing the (deactivated) users meeting the anonymization criteria defined and add (--->) to the right column.
4. Click **Anonymize User**.

On successful anonymization, the GDPR Add-on overwrites the user profile values of the anonymized users. Thereafter, these users will not be visible via **Advanced Admin Console > People > Search Users** under their original usernames.

Profile fields are overwritten by the GDPR Add-on according to the following logic:

Profile Field	Field Value after Anonymization
Username	<code>userTemplate.setUsername(RandomStringUtils.randomAlphabetic(10) + userToBeAnonymized.getID());</code>
E-Mail	<code>userTemplate.setEmail(RandomStringUtils.randomAlphabetic(10) + userToBeAnonymized.getID() + "@localhost")</code>
First Name	First Name
Last Name	Last Name
Other Profile Fields: alphanumeric	Profile Field Name
Other Profile Fields: numeric	123456789
Other Profile Fields: date	current date
Other Profile Fields: multi-select	none selected
Other Profile Fields: single select	remains unchanged
Other Profile Fields: URL	Jive instance URL
Other Profile Fields: Boolean	remains unchanged