Altova GDPR Compliance Database

Installation Guide / Easy Installation

Altova GDPR Compliance Database Installation Guide / Easy Installation

Published: 2020

© 2020 Altova GmbH

Table of Contents

1   About Altova GDPR Compliance Database

The **General Data Protection Regulation (GDPR)** is a regulation in EU law that protects the data and privacy of persons living in the EU and European Economic Area (EEA). It became binding beginning 25 May 2018. Businesses that process personal data of people living in the EU and EEA must now ensure that this data is handled in line with the principles of the GDPR and that this data is protected. Data protection measures are required to be built into the design of business processes that collect personal data. If a data breach occurs and the breach compromises the privacy of a person, then the breach must be reported to the supervisory authority. (For more information about the GDPR, see the EU web page on GDPR and Wikipedia).

In order to make sure that all the personal data of EU/EEA residents held by your organization is in compliance with GDPR, you should build and continuously track all repositories of personal data that you maintain. The **Altova GDPR Compliance Database** enables you to quickly organize information about your repositories of personal data in a structured way.

The **Altova GDPR Compliance Database** enables you to do the following:

- Quickly configure departments and people in your organization that are involved in the collection and processing of personal data
- Quickly configure details of external entities that process personal data your organization collects
- Quickly create a list of all repositories in your organization where personal data is stored
- Set up criteria for classifying data (such as sensitivity, source, protection level), and assign a set of appropriate values for each classification. For example, a data classification might be named `Storage duration` and be defined to have one of the following values: `1 year`, `2 years`, `3 years`, `5 years`, `7 years`
- Define data categories. In a given data category, the data classifications you have created are each assigned a value (from among their respective allowed values). For example, if you define a data category named `Billing Address`, then this category could have the following classification values: (i) *Type of data = personal data;* (ii) `Encryption` = *none*; (iii) `Storage duration = 7 years`
- List and define all the data-processing activities that are used by your organization, including applications used by external agents that are tasked with processing data for your organization (for example, an external organization that sends promotional emails to your customers)
- Automatically link information that is entered in one part of the compliance database so that this information is reused in related parts of the database; this provides efficiency and accuracy while entering information in the database, as well as a better overview of information
- Enable distributed use of a central system (the compliance database) by multiple users
- Enable users of the compliance database to independently modify the structure of the system, subject to an approval process that is built into the system
- Track changes to the structure and other aspects of the system
- Quickly generate different kinds of reports, which will be based on the information currently held in the compliance database
- Start discussions about different items of the compliance database, and invite specific users to join the discussion; discussion threads can be read directly in the system and in the context of the discussed item
- An internal correspondence system between users of the system, in which metadata items are directly linked to discussion threads about the respective item
- Discussion participants are notified by email about new messages in the discussion

Demo video

To see a demo video that explains how the Altova GDPR Compliance Database works, go to this URL at the Altova website.

This documentation

This documentation describes installation of the GDPR Compliance Database as an easy-to-set-up virtual machine.

2   Easy Installation

The Altova GDPR Compliance Database (GDPR CD) is available as a Virtual Machine (VM) named `GDPR`. All the program components that are necessary to run the GDPR Compliance Database (GDPR CD) are pre-installed on the VM (*see diagram below*). So, in order to install the GDPR CD on your network, all that you need to do is to download the VM to a computer on your network and license the pre-installed Altova software programs. After doing this, you can immediately start working with the GDPR Compliance Database.
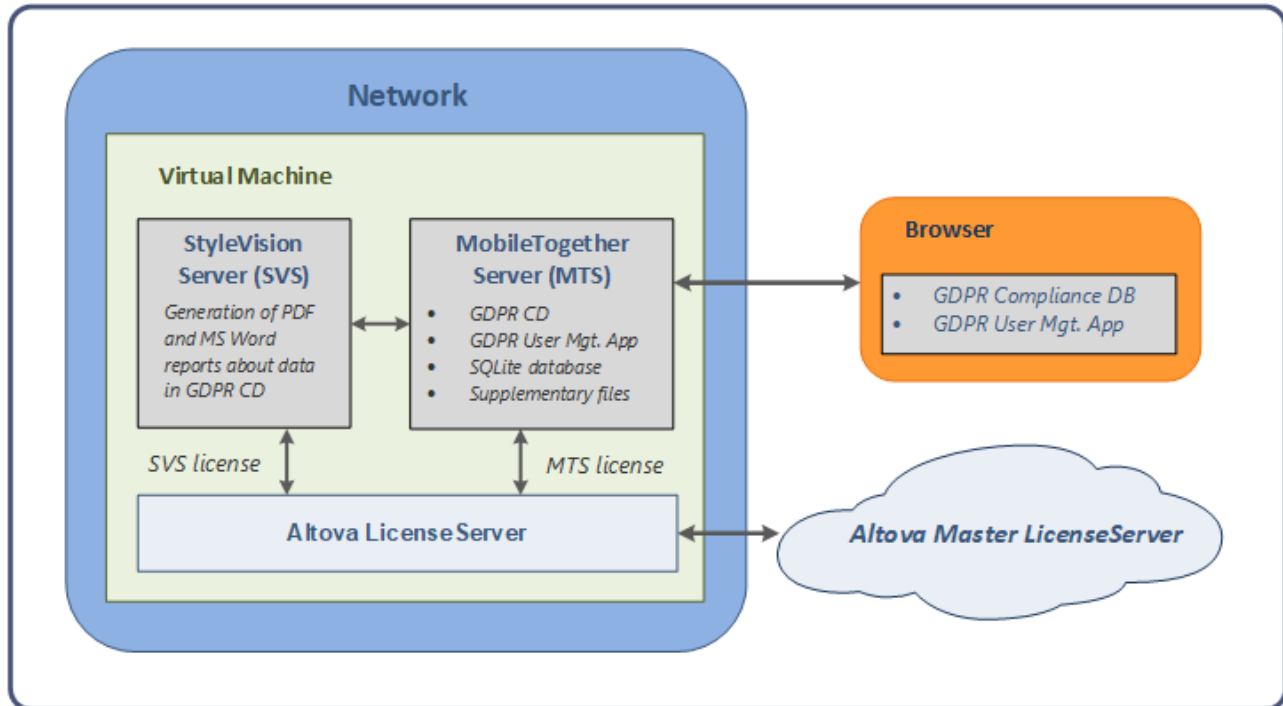
Easy installation steps

Carry out the following steps to install Altova GDPR Compliance Database (GDPR CD) as a virtual machine:

1. Install VMware Workstation Player [8].
2. In the player, open the virtual machine [9] that you have downloaded from the Altova website, and configure it [9].
3. Obtain licenses [13] for Altova MobileTogether Server and Altova StyleVision Server.
4. Open Altova LicenseServer (pre-installed on the VM) in a web browser and assign licenses [13] for MobileTogether Server and StyleVision Server.
5. Open the User Management app of the GDPR Compliance Database in a web browser to configure users and other settings of the GDPR CD. How to do this is explained in the User Guide part of the Altova GDPR Compliance Database documentation.
6. GDPR CD users can then start working with the compliance database via a web browser. These web browsers must be on users' main machines—not on the virtual machine.How to work with the compliance database is described in the User Guide part of the Altova GDPR Compliance Database documentation.

Each of these steps is explained in the rest of this chapter.

Usage scenario

The typical usage scenario is as follows:

- An administrator works with VMware Workstation Player to manage the player's VM library.
- One or more administrators set up the users and settings of the GDPR CD.
- Users of the GDPR CD access and work with GDPR-CD via a web browser. Users are not involved in the management of the VM library; they need only a web browser and the URL of the GDPR-CD.

2.1   VMware Player

In order to run the virtual machine (VM) that contains the GDPR Compliance Database, you will need to install VMware Workstation Player. You can download the latest VMware Workstation Player from the Downloads page of the VMware.com website.

Install VMware Workstation Player on any suitable machine on your network. On opening the player, you will see a screen like the one shown in the screenshot below.
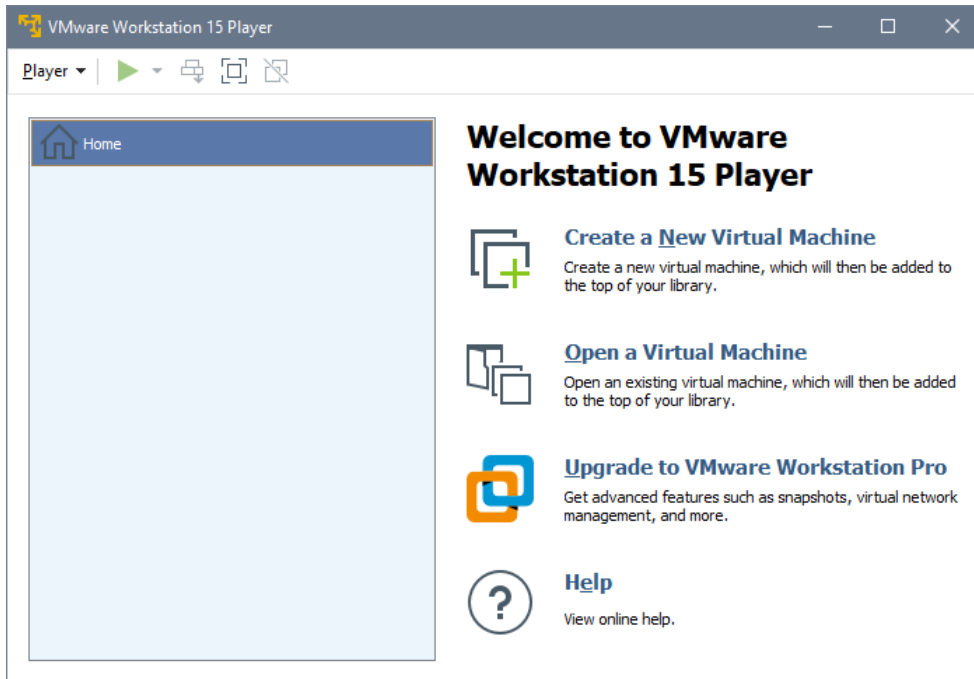
In the player, you can create new VMs and open existing VMs. Any VM you create or open is listed in the player library, which is shown in the left pane of the player window (*see screenshot above*). After you download the VM that contains Altova's GDPR Compliance Database, open the GDPR VM in the player. The VM will be added to your player library.

Location of the VMware Workstation Player

After the GDPR VM has been opened and is running in the player, the compliance database and its user management app that are contained in the VM can be accessed by typing their respective URLs in a browser. Usage scenarios vary anywhere between the two listed below:

- A single user accesses the player, manages the player's VM library, and works with the compliance database via a web browser.
- An administrator manages the VM library. Multiple users work with the compliance database via web browsers, but they are not involved in the management of the VM library.

Depending upon the working environment, suitable access and security permissions must be set for the location where the VMware Workstation Player is located.

2.2   GDPR VM: Download and Extract

The Altova GDPR Compliance Database (GDPR-CD) is available as a Virtual Machine (VM), named `GDPR`, that can be opened in VMware Workstation Player.

The VM contains the following program components:

- Altova LicenseServer, which is installed on the VM and is required to license Altova MobileTogether Server and Altova StyleVision Server.
- Altova MobileTogether Server, which is installed and pre-registered with the Altova LicenseServer that is installed on the VM.
- Altova StyleVision Server, which is installed and registered with the Altova LicenseServer that is installed on the VM.
- Altova GDPR Compliance Database, which is pre-deployed on MobileTogether Server and is ready to be accessed.
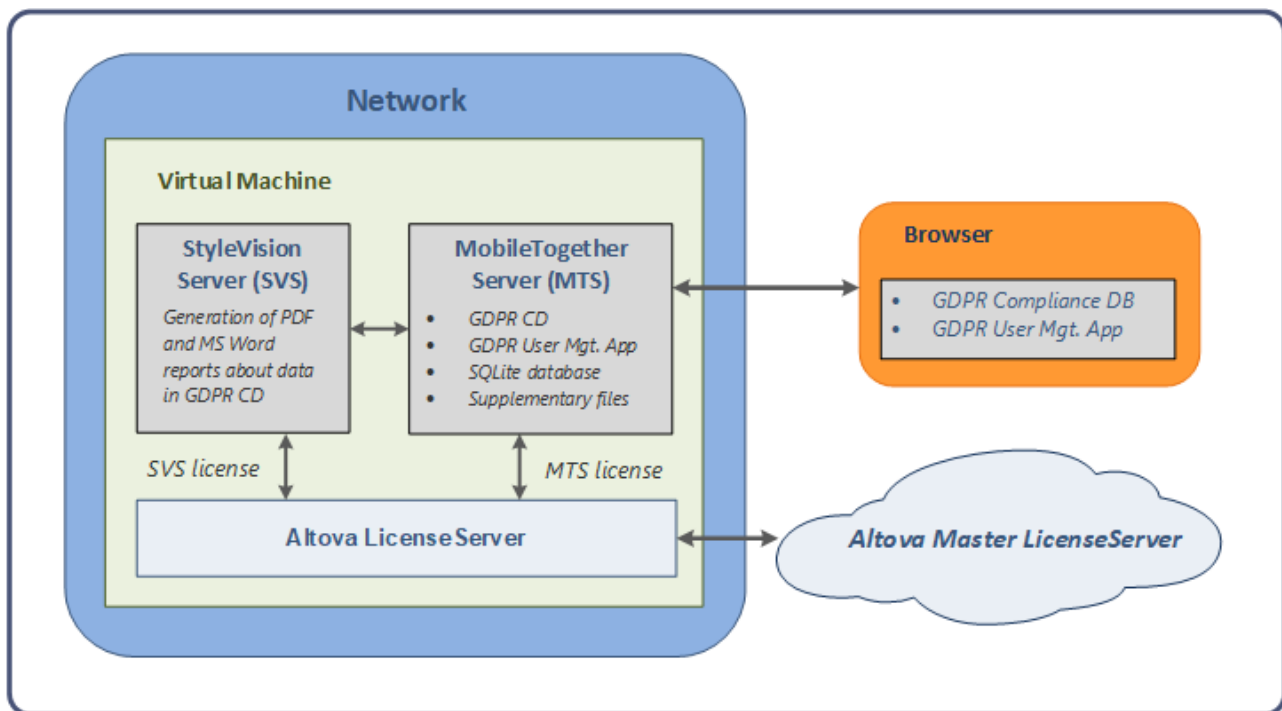
Note the following points:

- MobileTogether Server serves the GDPR Compliance Database to web browsers and processes the actions of users (such as entering data in the GDPR database and sending email notifications).
- StyleVision Server is used to generate reports in Word and PDF formats from the GDPR database.
- Although both MobileTogether Server and StyleVision Server are pre-registered with the installed Altova LicenseServer, you must still obtain a license for each of them and license each. See Licensing [13] for information about how to do this.

## Download and extract the GDPR VM

The VM that contains the Altova GDPR Compliance Database (GDPR VM) can be downloaded from:
https://www.altova.com/gdpr-compliance-database/download.

The GDPR VM is compressed and packed into a RAR archive file, which is the file that will be downloaded.
Extract (decompress) the files in the downloaded archive file to a location that has suitable access and security
permissions. After extracting the files, do not rename files or change the relative locations of files within the top-
level folder.

2.3   GDPR VM: Power On

To power on the GDPR VM, do the following:

1.   Start VMware Workstation Player.
2.   Select **Player | File | Open**. Browse for the GDPR VM's configuration (`.vmx`) file (which you extracted to a location on your network [9]), and click **Open**. The VM appears in the player's library (*see screenshot below*).
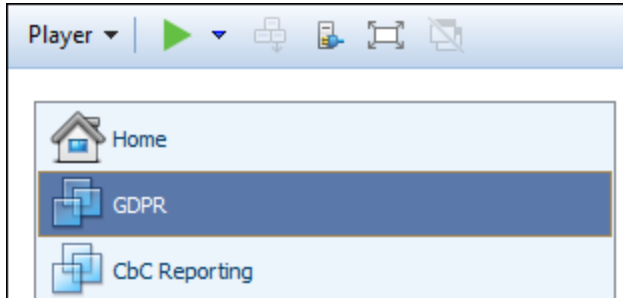
3.   Select the VM in the library and select **Player | Power | Power On**. Alternatively, you can double-click the VM in the library.
4.   After the VM has been powered on (started), the **IP address of your GDPR VM** and the **URLs of LicenseServer and the GDPR Compliance Database** are displayed *(see screenshot below)*. Make a note of these; they are required to license software components of the VM [13] and to start GDPR Compliance Database [18].


Next steps: (i) ensure that a bridged network connection has been configured for the VM [12]; (ii) license MobileTogether Server and StyleVision Server [13].

After that, you can start working with the GDPR Compliance Database [18].

2.4   GDPR VM: Configure

You need to set one important configuration option of the GDPR VM if it is not already correctly set:

1. After the GDPR VM is available in the player's library, select it as shown in the screenshot below.
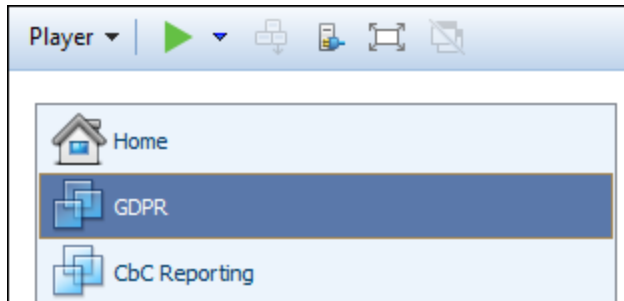
2. In the player window, select **Player | Manage | Virtual Machine Settings**. Alternatively, select the command **Edit virtual machine settings**, which is located at the bottom right of the player's window. The Virtual Machine Settings dialog (*screenshot below*) appears.
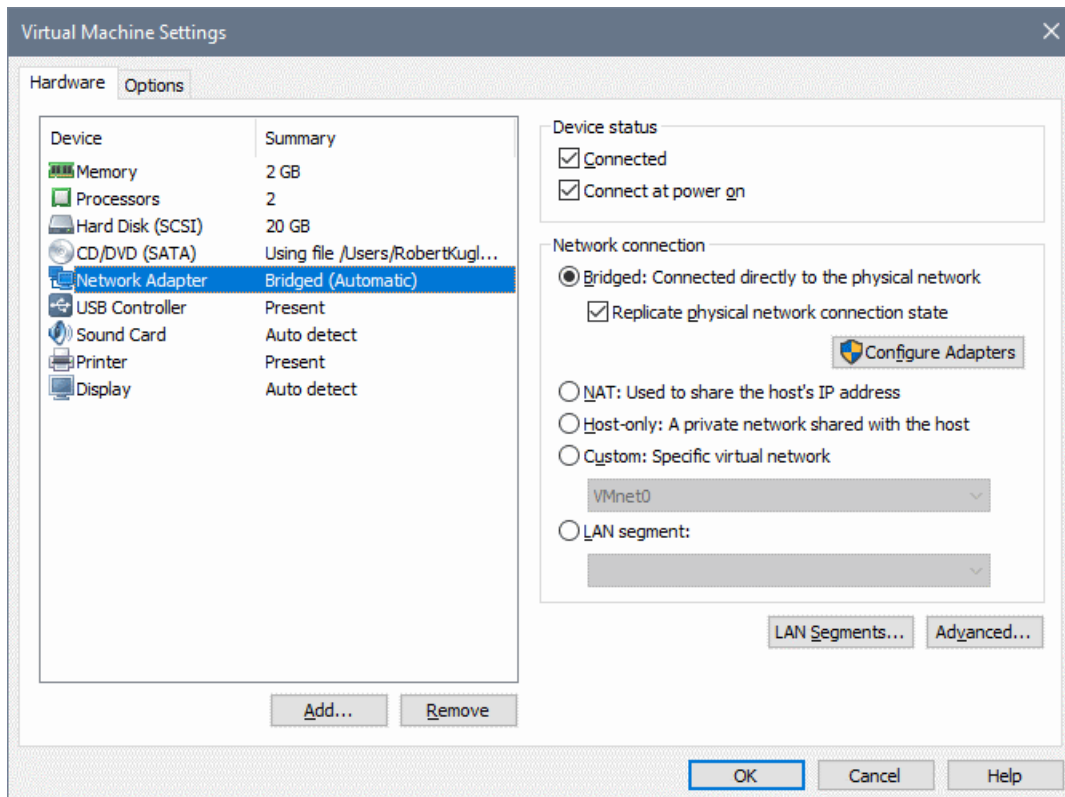
3. For the *Network Adapter* device in the *Hardware* tab (*see screenshot*), make sure that the *Bridged* network connection is selected.
4. Click **OK**.

You are now ready to license the software components of the VM[13].

2.5   Licensing

Two Altova software products are installed on the GDPR virtual machine (GDPR VM), and they each require a license:

- Altova MobileTogether Server: This is where the GDPR Compliance Database is deployed and from where it is served to client browsers via a URL
- Altova StyleVision Server, which is used to generate PDF and MS Word reports from information in the compliance database

The licensing of these two products is done via Altova LicenseServer, which is also installed on the GDPR VM. This section describes how to obtain these licenses and assign them from License Server. After licensing MobileTogether Server and StyleVision Server, you can start working with the GDPR Compliance Database [18].

Licenses for MobileTogether Server and StyleVision Server

You can obtain either:

- a free 30-day evaluation license, respectively, for MobileTogether Server and StyleVision Server (via Altova LicenseServer; *procedure described below*), or
- a paid MobileTogether Server license via the Altova Online Shop (in case of questions, contact `sales@altova.com`)

After obtaining the two licenses, they must be uploaded to the license pool of Altova LicenseServer and assigned from the License Server's administrator interface to the respective products.

Get, upload, and assign a license

This section describes how to:

- Get a free 30-day evaluation license via Altova LicenseServer,
- Upload the received license to the license pool of Altova LicenseServer, and
- Assign the license to the Altova product.

The uploading and assigning of a paid license is done in the same way as for the evaluation license described below.

Note: The procedure given below describes the licensing of MobileTogether Server. The same procedure applies also to the licensing of StyleVision Server.
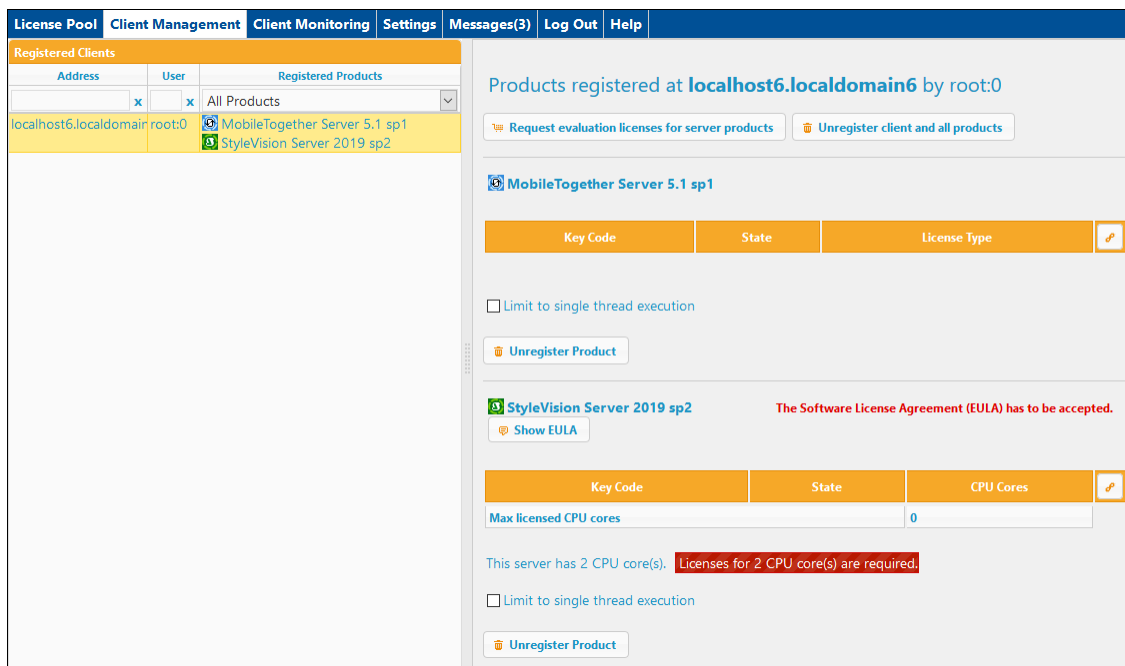
Get a free evaluation license
After you have powered on the virtual machine [11], get an evaluation license and assign it as follows:

1. In a web browser window (on your main machine, not on the VM), open the web interface of the Altova LicenseServer that is installed on your VM by entering the following URL: `http://<vm-ipaddress>:8088` [19]. (The IP address of the VM is displayed when the VM is powered on [11]. Also see Important Information [19].) The License Server login page is displayed (*screenshot below*).
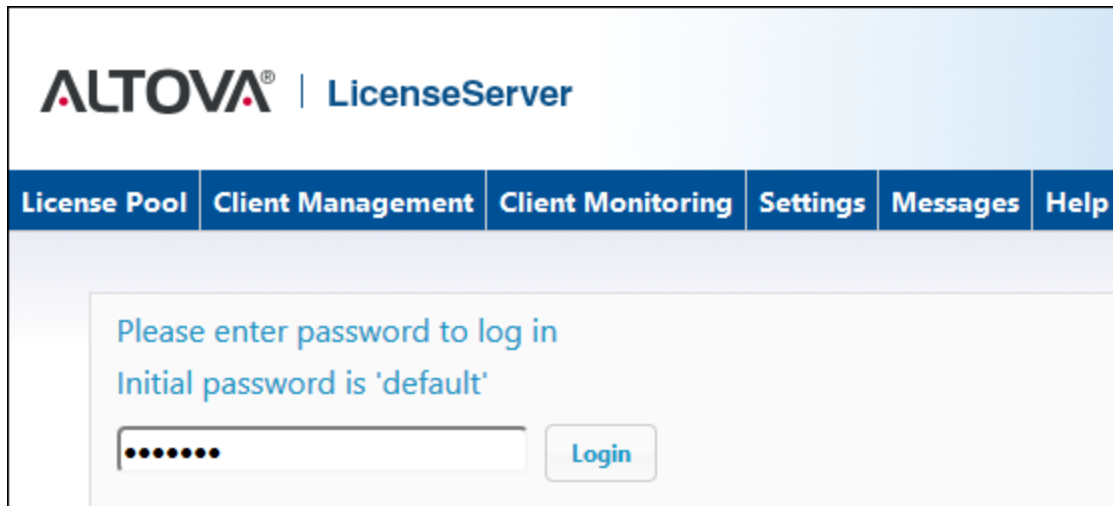
2. Enter the initial password `default` to log in. (You can change the password later in the *Settings* tab.)
3. Go to the Client Management tab (*screenshot below*). You will see that MobileTogether Server and StyleVision Server are registered with License Server, but that they are not licensed.

4. In the right-hand pane click **Request evaluation licenses for server products** *(see screenshot above)*. The Request Evaluation Licenses dialog (*screenshot below*) appears.

5. Enter the requested information and click **Request Evaluation Licenses**.
6. The requested evaluation licenses will be sent to the email address you entered. Save the licenses to a file location.

Upload licenses to the license pool of License Server
After saving the licenses to an accessible location on your network, upload the licenses to the license pool of License Server as follows:

1. In the License Server interface, go to the License Pool tab (*see first two screenshots of this section, above*).
2. At the bottom of the License Pool tab, click the **Browse** button of the *Upload License File* field.


3. Browse and select the license files that you received by email, and click **Upload**. The licenses will now be available in the License Pool.

Assign a license
Assign licenses from the license pool as described below for MobileTogether Server:

1. Go to the Client Management tab. Click the client in the left pane to display the MobileTogether Server that is registered for this client.
2. If MobileTogether Server is installed on a Linux or macOS machine and you have not yet accepted the MobileTogether Server license, then the MobileTogether Server entry in the right-hand pane will contain

a button for accepting the license. Accept the license now.

3.   In the right-hand pane, click **Edit Assigned Licenses** (*marked in red in the screenshot below*).
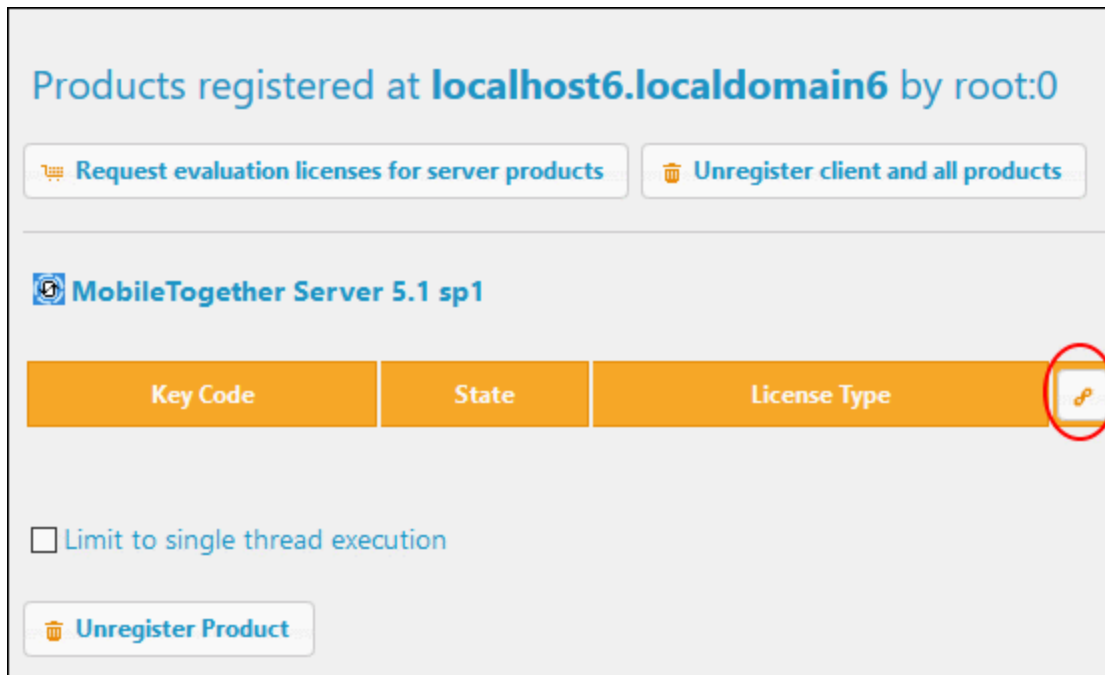
4.   In the Edit Assigned Licenses dialog that appears (*screenshot below*), the MobileTogether Server license (that was uploaded to the license pool) will be displayed. Select it and click **Apply Changes**. The license will be assigned.
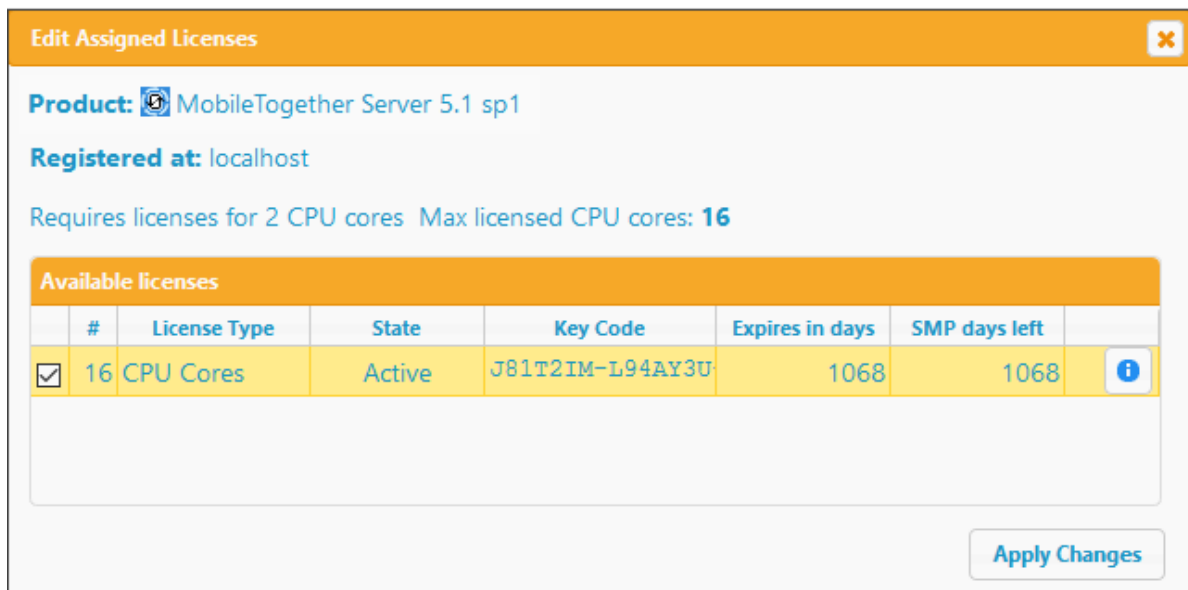
5.   If MobileTogether Server is unlicensed for a certain period of time, it shuts down, and needs to be restarted. So, after licensing MobileTogether Server, it is best to restart it. Do this by entering `sudo systemctl start mobiletogetherserver` on the command line of the VM (see Important Information [19] for additional information).

Note: For detailed information about using and configuring License Server, click **Help** in the License Server
interface.

2.6   Start GDPR Compliance Database

After the GDPR VM has been powered on [11], you can start GDPR Compliance Database and its User Management app by typing their respective URLs in a web browser on your main machine (not on the VM):

> *GDPR Compliance Database:* `http://<ip-address-of-gdpr-vm>:8083/run?d=/public/GDPR`
> *User Management app:* `http://<ip-address-of-gdpr-vm>:8083/run?d=/public/GDPR Users`

Alternatively, you can start the compliance database and its user management app via the *Workflows* tab of MobileTogether Server.

1. In a web browser on your main machine (not on the VM), type the URL to open the MobileTogether Server client interface: `http://<ip-address-of-vm>:8083`.
2. If prompted for MobileTogether Server login credentials, enter them (*see Important Information* [19]).
3. Go to the *Workflows* tab.
4. Click the `public` container.
5. Click the URL of the GDPR Compliance Database or the user management app (in the *Run in Browser* column).

Note: For information about the VM's IP address, see GDPR VM: Power On [11] and Important Information [19] .

2.7   Important Information

GDPR virtual machine (GDPR VM)

In order to work on the command line of the GDPR VM, you will need to log in to the GDPR VM. The login credentials are:

- *username:* `gdpr`
- *password:* `gdpr`

Note: You must click inside the player window in order to be able to type at the command line. The password is not displayed as you type it in.

IP address of the GDPR VM

The IP address of the GDPR VM (*`<vm-ipaddress>`*) is displayed in VMware Player when the the VM is powered on [11] *(see screenshot below)*.

```
Ubuntu 18.04.2 LTS gdpr tty1
IP address: 10.100.59.83

Use your browser to...

 ... open LicenseServer (to request evaluation license): http://10.100.59.83:8088
 ... open GDPR-Database Solution: http://10.100.59.83:8083/run?d=/public/GDPR


gdpr login:
```

To find the IP address (for example `10.100.59.83`) or hostname: Log in and run the following commands, respectively, at the VM command line:
- *For the IP address:* `ifconfig`
- *For the hostname:* `hostname`

Note: In the URLs given below, use the IP address of the VM in preference to its hostname.

Start services

If MobileTogether Server or StyleVision Server is unlicensed for a certain period of time, the unlicensed server shuts down, and needs to be restarted. The servers can be started as services on the command line of the VM, and the commands to start them are listed below.

- *Start Altova LicenseServer:* `sudo systemctl start licenseserver`
- *Start MobileTogether Server:* `sudo systemctl start mobiletogetherserver`
- *Start StyleVision Server:* `sudo systemctl start stylevisionserver`

Note: If, after running a command to restart a server service, you are prompted for a password, enter the password of the virtual machine having the user name `gdpr` *(see above)*.

Altova LicenseServer

Required in order to license MobileTogether Server.

- *Altova LicenseServer web interface:* `http://<vm-ipaddress>:8088`
- *Altova LicenseServer initial password:* `default`

Note: The initial password can be changed in the Settings tab of License Server.

MobileTogether Server administrator interface

Provides access to MobileTogether Server settings.

- *URL:* `http://<vm-ipaddress>:8085`
- *Default user:* `root`
- *Default password:* `root`

Note: To be able to log in to the administrator interface of MobileTogether Server, the username must be one that has administrative rights. A user named `root` is pre-defined and has administrator rights. So you can log in with administrator rights for the first time as `root`. You can change the password of `root` in the *Users and Roles* tab of the administrator interface. In this tab, you can also create additional users with different privileges.

MobileTogether Server client interface

The URL to access the client interface of MobileTogether Server on the VM is:

- `http://<vm-ipaddress>:8083`

GDPR Compliance Database and its User Management app

The URLs of the GDPR Compliance Database and its user management app are, respectively:

- `http://<ip-address-of-gdpr-vm>:8083/run?d=/public/GDPR`
- `http://<ip-address-of-gdpr-vm>:8083/run?d=/public/GDPR Users`

For information about the GDPR VM's IP address, see above and GDPR VM: Power On[11].

Index

V

Virtual machine (VM),
    finding hostname of, 19
    finding IP address of, 19
    login information, 19
Virtual machine (VM) for GDPR compliance database, 6
VM,
    see GDPR VM, 9
VM installation, 6
VMware Player,
    installation of, 8
    location of, 8