



ARIS

ARIS ACCELERATORS FOR GDPR INSTALLATION GUIDE

Version 10.0 - Service Release 4

April 2018

This document applies to ARIS Risk & Compliance Manager Version 10.0 and to all subsequent releases.

Specifications contained herein are subject to change and these changes will be reported in subsequent release notes or new editions.

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1 Legal notices

This manual describes the settings and features as they were at the time of print. Since manual and software are subject to different production cycles, the description of settings and features may differ from actual settings and features. Information about discrepancies is provided in the Readme file that accompanies the product. Please read this file and take the information into account when installing, setting up, and using the product.

If you want to install all technical and/or business system functions without the services of Software AG, you require extensive knowledge of the system to be installed, its intended purpose, the target systems, and their various dependencies. Due to the number of platforms and interdependent hardware and software configurations, we can only describe specific installations. It is not possible to document all settings and dependencies.

When you combine various technologies, please observe the manufacturers' instructions, particularly announcements concerning releases on their Internet pages. We cannot guarantee proper functioning and installation of approved third-party systems and do not support them. Always follow the instructions provided in the installation manuals of the relevant manufacturers. If you experience difficulties, please contact the relevant manufacturer.

If you need help installing third-party systems, contact your local Software AG sales organization. Please note that this type of manufacturer-specific or customer-specific customizing is not subject to the standard Software AG software maintenance agreement and can be performed only on special request and agreement.

If a description refers to a specific ARIS product, the product is named. If this is not the case, names for ARIS products are used as follows:

Name	Includes
ARIS products	Refers to all products to which the license regulations of Software AG standard software apply.
ARIS Clients	Refers to all programs, for example, ARIS Architect or ARIS Designer that access shared databases via ARIS Server.
ARIS Download clients	Refers to ARIS clients that can be started from a browser.

2 Text conventions

Menu items, file names, etc. are indicated in texts as follows:

- Menu items, key combinations, dialogs, file names, entries, etc. are displayed in **bold**.
- User-defined entries are shown **<in bold and in angle brackets>**.
- Single-line example texts (for example, a long directory path that covers several lines due to a lack of space) are separated by ↵ at the end of the line.
- File extracts are shown in this font format:
This paragraph contains a file extract.
- Warnings have a colored background:

Warning

This paragraph contains a warning.

3 Introduction

ARIS Accelerators for GDPR combine configurations, contents, and method enhancements for ARIS Connect and ARIS Risk & Compliance Manager in order to speed up the GDPR projects.

Prerequisites

- ARIS Connect and ARIS Risk & Compliance Manager are running.
- All relevant runnables are in **STARTED** state.
- The **system** user has all required privileges. (The **system** user has all required privileges by default, unless an administrator revoked the privileges.)
- You have access to the unzipped data of **GDPR accelerator.zip**.

For detailed information, refer to the **GDPR Conventions for ARIS Accelerators** manual, **ARIS Risk & Compliance Manager Installation Guide**, and **ARIS Server Installation** guides.

4 Install ARIS accelerators

Import the GDPR method filter and the GDPR reports into the tenant.

4.1 Import and merge the GDPR method extension filter









Import and merge the **GDPR method extension** filter. The **GDPR method extension** filter is part of ARIS Accelerators for GDPR. It adds derived and user-defined method constructs (model types, object types, symbols, connection types, attribute type groups, and attribute types) to the ARIS method. These method constructs are required for GDPR regulation. All other accelerators are based on this enhanced ARIS method.

To use the GDPR method extensions, use the **Entire method** filter or add the GDPR method extensions to an existing GRC filter. The GDPR method extension filter contains only additional enhancements for GDPR which are based on the GRC method. For detailed information on the GRC method, refer to the convention manuals.

Prerequisites

See introduction (page 3).

Procedure

1. Start ARIS Architect.
2. Log in as **system** user.
3. Click **ARIS** >  **Administration**. The **Administration** tab opens.
4. Click  **Navigation** in the bar panel if the **Navigation** bar is not activated yet.
5. Click  **Configuration** >  **Conventions**.
6. Right-Click  **Filter**, then click  **Import filter**. The corresponding dialog opens.
7. Click **Browse**. The corresponding dialog opens.
8. Navigate to the directory in which the unzipped data of the **GDPR accelerator.zip** is stored.
9. Click **<GDPR accelerator>\Filter**, then select the file **GDPR method extension.filter**.
10. Click **Open**.
11. Click **OK**. The filter is imported into the tenant and added to the list of filters in ARIS Architect.
12. Merge the **GDPR method extension** filter with GRC filters in use, if necessary.
13. Right-click  **Filter**, then click **New** >  **Filter**. The Filter Wizard opens.
14. Enter a name for the filter, for example, **My filter (GDPR)**, and optionally enter a description.
15. Click **Next**.
16. Enable **Merge filters**.
17. Click **Next**.
18. Enable the filters to be merged, for example, **My filter** and **GDPR method extension**.

19. Click **Finish**.

The filter is created. It combines all settings of the merged filters.

Important: Now you must specify this filter as a method filter for your GDPR databases in ARIS Architect (database properties > **Palette and method filter** > **Method filter**).

4.2 Import GDPR reports

The GDPR reports contain ARIS and ARIS Risk & Compliance Manager reports for internal and external use, such as the **Output record of processing activities** and the **Output GDPR management report**, or analyses such as the **Data allocation matrix report** and the **Output survey intelligence report**.





4.2.1 Import ARIS Risk & Compliance Manager reports

Import the GDPR reports of ARIS Risk & Compliance Manager.

Prerequisites

See introduction (page 3).

Procedure

1. Start ARIS Architect.
2. Log in as **system** user.
3. Click **ARIS** >  **Administration**. The **Administration** tab opens.
4. Click  **Navigation** in the bar panel if the **Navigation** bar is not activated yet.
5. Click  **Evaluations**.
6. Create a new category or import the reports into an existing category.
7. To create a new category, right-click **ARCM reports**, then select **New > Category**.
8. Enter a category name, for example, **GDPR**.
9. Click **OK**.
10. To import the reports, right-click the relevant category, then select  **Import script**. The corresponding dialog opens.
11. Navigate to the directory in which the unzipped data of the **GDPR accelerator.zip** is stored.
12. Select the path **<GDPR accelerator>\Reports\ARCM reports**.
13. Select the reports **Output extended GDPR Management Report.arx**, **Output GDPR management report.arx**, **Output record of processing activities.arx**, and **Output survey intelligence report.arx**.
14. Click **Open**. The **Import scripts in use** dialog opens and lists the scripts that the imported scripts require in order to run. This dialog is displayed for every report to be imported. Therefore, repeat the next two steps for every report.
15. Enable all scripts in the dialog in order to import them along with the report.
16. Click **OK**.

The GDPR reports are imported.

Warning

If you modify the GDPR reports according to your requirements, change the names to make sure they are not overwritten by an update.





4.2.2 Import ARIS Architect reports

Import the GDPR reports of ARIS.

Prerequisites

See introduction (page 3).

Procedure

1. Start ARIS Architect.
2. Log in as **system** user.
3. Click **ARIS** >  **Administration**. The **Administration** tab opens.
4. Click  **Navigation** in the bar panel if the **Navigation** bar is not activated yet.
5. Click  **Evaluations > Reports**.
6. Right-click **ARIS Risk & Compliance Manager**, then select  **Import script**. The corresponding dialog opens.
7. Navigate to the directory in which the unzipped data of the **GDPR accelerator.zip** is stored.
8. Select the path **<GDPR accelerator>\Reports\Reports_ARIS Risk & Compliance Manager**.
9. Click the report **Data allocation matrix.arx**.
10. Click **Open**.

The GDPR reports are imported.

Warning

If you modify the GDPR reports according to your requirements, change the names to make sure they are not overwritten by an update.




5 Restore GDPR databases

Restore the GDPR databases for ARIS. They contain the complete GDPR regulation as an ARIS model as well as the two required GDPR questionnaires for describing (**Processing Activity Documentation**) and assessing (**Processing Activity Qualification**) the identified processing activities.

Prerequisites

See introduction (page 3).

Procedure

1. Start ARIS Architect.
2. Log in as **system** user.
3. Click **ARIS** >  **Explorer**. The **Explorer** tab opens.
4. Click  **Navigation** in the bar panel if the **Navigation** bar is not activated yet.
5. In the Explorer tree, right-click your connection to the ARIS Server, then select  **Restore Database**. The Restore Wizard opens.
6. Click **Select**.
7. Navigate to the directory in which the unzipped data of the **GDPR accelerator.zip** is stored.
8. Select the path **<GDPR accelerator>\Databases**.
9. Click the database file **GDPR questionnaires.adb**.
10. Click **Open**.
11. Click **Finish**.
12. Repeat these steps for the database file **GDPR regulation model.adb**.

The databases are available.






6 Import GDPR queries

Import the GDPR queries required by the data feeds of GDPR dashboards. You can output the interrelationships between database items as graphics and in a table with the help of queries. Queries are defined based on graphics. The GDPR queries are required for the predefined GDPR dashboards.

Prerequisites

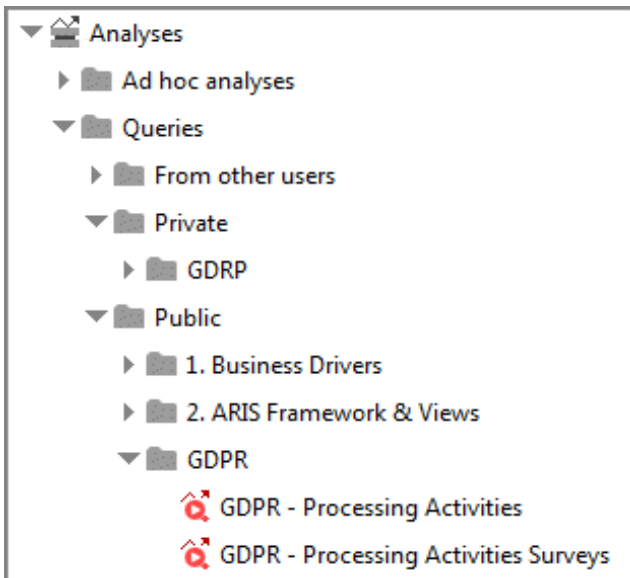
See introduction (page 3).

Procedure

1. Start ARIS Architect.
2. Log in as **system** user.
3. Click **ARIS** >  **Administration**. The **Administration** tab opens.
4. Click  **Analysis** >  **Queries**.
5. Right-click the **Private** folder.
6. Select **New** >  **Folder**.
7. Enter a name, for example, **GDPR**.
8. Right-click the **GDPR** folder, then select **Import query**. The corresponding dialog opens.
9. Navigate to the directory in which the unzipped data of the **GDPR accelerator.zip** is stored.
10. Select the path <**GDPR accelerator**>\Dashboards\Octopus queries backup.
11. Click an **.eqi** file, for example, **GDPR - Processing Activities Surveys.eqi**.
12. Click **Import query**.
13. Click **Next**.
14. Select the **GDPR** folder, then click **Finish**.
15. Click **OK**. The query is imported.
16. Repeat steps 8 - 15 for every query file.
17. In the Explorer tree, click the **GDPR** folder.
18. Select all query files.
19. Right-click the selection, then click  **Publish**. The Publish query dialog opens.
20. Click **New group**.
21. Enter the name **GDPR**.
22. Click **OK**.

The GDPR queries are imported and published. The GDPR folder contains the queries GDPR - Processing Activities and GDPR - Processing Activities Surveys.

Example








7 Create a GDPR impact type in ARIS Risk & Compliance Manager

You can evaluate and assess a risk based on various impact types. The GDPR impact type is used for risks related to processing activities. The data protection officer uses the GDPR impact type to decide whether or not a processing activity involves a risk for a data subject.

Prerequisites

- See introduction (page 3).
- You have the **System administrator** role.

Procedure

1. Start ARIS Risk & Compliance Manager.
2. Click  **Administration**.
3. Under **System management**, click **System**.
4. Click **Risk Management**. The form is displayed.
5. Click  **New** in the **Impact types** row. The **Create impact type** dialog opens.
6. Select **No template (create new impact type)**.
7. Click **OK**. The **Impact type** form opens.
8. Enter a name for the impact type.
9. Assign impact count and frequencies for the qualitative assessment () or create new ones ().
10. Specify the colors in which the impact type is to be displayed in the risk matrix (qualitative).
11. Edit the optional fields. Enter a description, for example.
12. Click  **Save**.

The impact type is created.

Example

Name *

Description

Impact *

	Value
<input type="checkbox"/> Insignificant	1.00
<input type="checkbox"/> Low	5.00
<input type="checkbox"/> Average	20.00
<input type="checkbox"/> High	100.00
<input type="checkbox"/> Significant	500.00

Frequency *

<input type="checkbox"/> Unlikely	0.00
<input type="checkbox"/> Likely	1.00
<input type="checkbox"/> Very likely	2.00

Color * Please specify the colors to be used for this impact type in the risk matrix (qualitative):

Very high			
High			
Average			
Low			
Insignificant			
	Unlikely	Likely	Very likely

8 Install ARIS Connect accelerators

GDPR accelerators for ARIS Connect enhance the **classic** configuration set for easy and standardized gathering of processing activities. By using the enhanced ARIS Connect factsheets for GDPR, multiple individuals in an organization can contribute to the GDPR project. ARIS Aware dashboards for GDPR provide a transparent overview of the processing activities of each organizational unit and the status of GDPR surveys and GDPR risk assessments.



8.1 Import dashboards into ARIS Connect

Import dashboards into the ARIS Connect repository.

Prerequisites

See introduction (page 3).

Procedure

1. Start ARIS Connect.
2. Log in as **system** user.
3. Click  **Repository**.
4. Click **Dashboards & Data feeds**.
5. Click  **Import**. The corresponding dialog opens.
6. Click **Select import file**.
7. Navigate to the directory in which the unzipped data of the **GDPR accelerator.zip** is stored.
8. Select the path **<GDPR accelerator>\Dashboards\AWARE export**.
9. Click the file **GDPR+-+Overview.zip**. The file is in **ZIP** format and contains one dashboard and the relevant data feeds. The file also includes the dashboard permissions.
10. Click **Open**. The **File upload** dialog is closed.
11. If the dashboards available in the repository should be replaced, activate the option **Overwrite if already exists**.
12. If the dashboard permissions contained in the dashboard file should also be imported, activate the option **Import privileges**. This option is activated by default.
13. Click **Import**.
14. Repeat steps 9 - 13 for the **GDPR+-+Workflow.zip**.

The dashboards and the related data feeds are imported. The dashboards **GDPR - Overview** and **GDPR - Workflow** are displayed in the dashboard list. The data feeds are displayed under **Data Feeds**.

8.2 Provide the GDPR configuration for ARIS Connect and ARIS Server

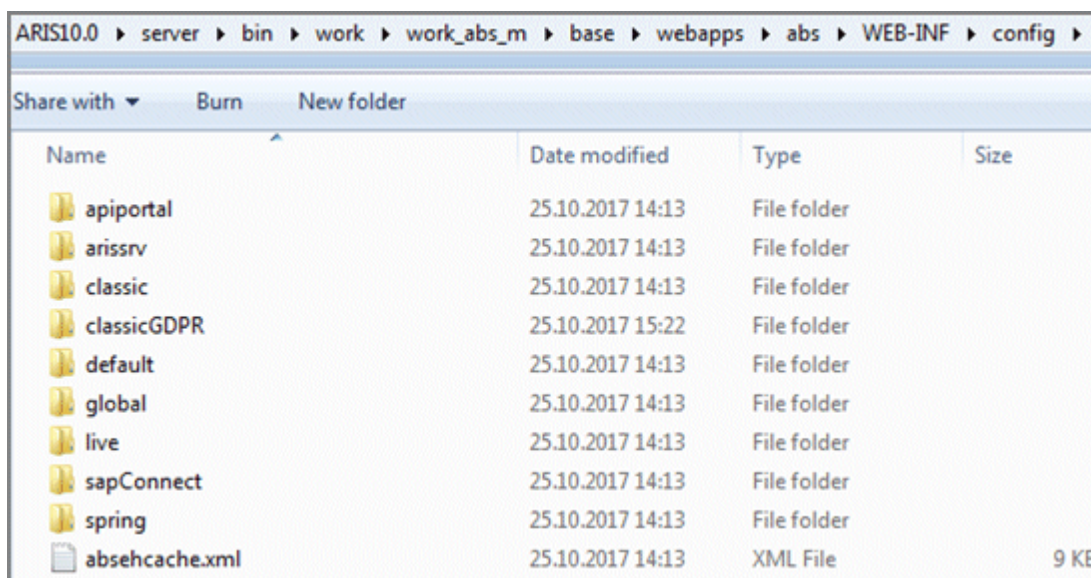
Provide the configuration for ARIS Connect and ARIS Server.

Prerequisites

See introduction (page 3).

Procedure

1. Start ARIS Cloud Controller on your ARIS Server. For detailed information on ARIS Cloud Controller, refer to the **Cloud Controller (ACC) Command-Line Tool** guide.
2. Use the command **stop copernicus_m** to stop the runnable **copernicus_m**.
3. Use the command **stop abs_m** to stop the runnable **abs_m**.
4. Use the command **list** to make sure the runnables have the status **STOPPED**.
5. Start Windows Explorer.
6. Navigate to the directory in which the unzipped data of the **GDPR accelerator.zip** is stored.
7. Select the path **<GDPR accelerator>\Configuration sets\cop_complete_classicGDPR**, then copy the folder **classicGDPR**.
8. Paste the folder from the clipboard to the **Copernicus** directory **<ARIS installation folder>\ARIS10.0\server\bin\work\work_copernicus_m\base\webapps\ROOT\WEB-INF\config**.
9. Select the path **<GDPR accelerator>\ Configuration sets\abs_complete_classicGDPR**, then copy the folder **classicGDPR**.
10. Paste the folder from the clipboard to the **ABS** directory **<ARIS installation folder>\ ARIS10.0\server\bin\work\work_abs_m\base\webapps\abs\WEB-INF\config**. The folder **config** now appears as follows. If you have additional ARIS Connect data, the content of this folder may differ.



11. Use the command **start copernicus_m** to start the runnable **copernicus_m**.

12. Use the command **start abs_m** to start the runnable **abs_m**.

13. Use the command **list** to check the correct status of the runnables (**STARTED**).

The **classicGDPR** modification set is available. Now you can activate the GDPR configuration and provide the GDPR dashboards.




8.3 Activate the GDPR configuration and provide the GDPR dashboards



Activate the **classicGDPR** modification set.

Prerequisites

- See introduction (page 3).
- Your ARIS Server is enabled for ARIS Aware, that is, the **dashboarding** runnable is activated and running (see **ARIS Server Installation Guide** or **ARIS Cloud Controller (ACC) Command-Line Tool**).
- A valid server license for **Aware (YCSAW) ARIS Connect Server** extension pack is available in ARIS Administration.
- The **classicGDPR** modification set and the **classicGDPR** template are available (Provide the GDPR configuration for ARIS Connect and ARIS Server (page 14)).

Procedure

1. Start ARIS Connect.
2. Log in as **system** user.
3. Click **<user name> > Administration**. The **ARIS Administration** opens.
4. Click **Manage configuration sets**. The current configuration set is marked as (active). You can edit only custom modification sets.
5. Move the mouse pointer over the **classicGDPR** modification set.
6. Click **♥ Activate**. The **classicGDPR** modification set is marked as **(active)**.
7. Click **Create** in the **Configuration and modification sets** area. The **Create modification set** dialog opens.
8. Enter the name for the modification set, for example, **classicGDPR_dashboards**.
9. Select the **classicGDPR** template.
10. Click **Create**. The modification set is created. It contains all elements from the selected template.
11. Move the mouse pointer over the **classicGDPR_dashboards** modification set and click  **Edit**. The **Define modification set** page opens.
12. Click **Fact sheets**. All items available for fact sheets are displayed.
13. Navigate to the **orgUnit** item.
14. Move the mouse pointer over the **orgUnit** item and click  **Edit**. The **Subordinate sheets (content)** page opens. The items in the different areas are displayed.
15. Move the mouse pointer over **Dashboards** and click  **Edit**. The **Dashboards** page opens.
16. Click **Add**. The **Add Dashboard** dialog opens. Two GDPR dashboards are displayed.
17. Copy the name of **GDPR – Overview**.
18. Paste **GDPR – Overview** from the clipboard to the **Name** field of the relevant languages.

19. Activate the databases that are to be display the dashboard.
 20. Select the dashboard that is to be added in the list of dashboards.
 21. Click **Add**.
 22. Repeat steps 16 - 21 for the dashboard **GDPR – Workflow**.
 23. Click  **Back** until **Configuration and modification sets** is displayed again.
 24. Move the mouse over the newly created modification set, for example, **classicGDPR_dashboards**.
 25. Click  **Activate**. The newly created modification set is marked as **(active)**.
- The GDPR configuration is activated and the GDPR dashboards are available. For detailed information on the administration of dashboards, refer to the chapter **Administrate dashboards ARIS Aware** in the online help for ARIS Connect.



8.4 Create a GDPR Dashboard user group in ARIS Connect

Create a new user group for GDPR Dashboard users. License privileges can be assigned through the group or directly to the user. The type of assignment is displayed in the user management.

Prerequisites


See introduction (page 3).


Procedure



1. Start ARIS Connect.
2. Log in as **system** user.
3. Click **<user name> > Administration**. The **ARIS Administration** opens.
4. Click  **User management**, and select **User groups**. The list of user groups opens.
5. Click  **Add user group**.

Enter the name **GDPR Dashboard**. You must use exactly this group name to make sure the dashboards are displayed to the assigned users. If a user group that already exists in the LDAP system is created, the user group names must match. This is the only way to assign an existing ARIS user group with the LDAP user group.

6. Enter an optional description.
7. Click **Save**. The user group is created.
8. Click **Associated users**.


Click  **Edit assignment**. The **Associate users** dialog opens.

9. Add all users you want to assign to the group. Use the  **Filter** to limit the list of users, based on specific search criteria.

Enable the check boxes of the relevant items in the box of the available items, and click  **Add**. The items are transferred to the box of the associated items. To remove users/user groups from the **Associated users/user groups** box, enable the check boxes of the relevant users/user groups in this box, and click  **Remove**.

The **GDPR Dashboard** group is created with the relevant users. The associated users can now use the GDPR dashboards.

Tip

To associate all available items, click  **Add all**, and click  **Remove all** to remove all associations.

8.5 Define a URL alias for the GDPR dashboards

Defining a URL alias for the GDPR dashboards enables you to shorten the link used in dashboards and data feeds. If you use an alias, you do not have to enter the entire URL, but only the path to the location where the data is stored.

Prerequisites

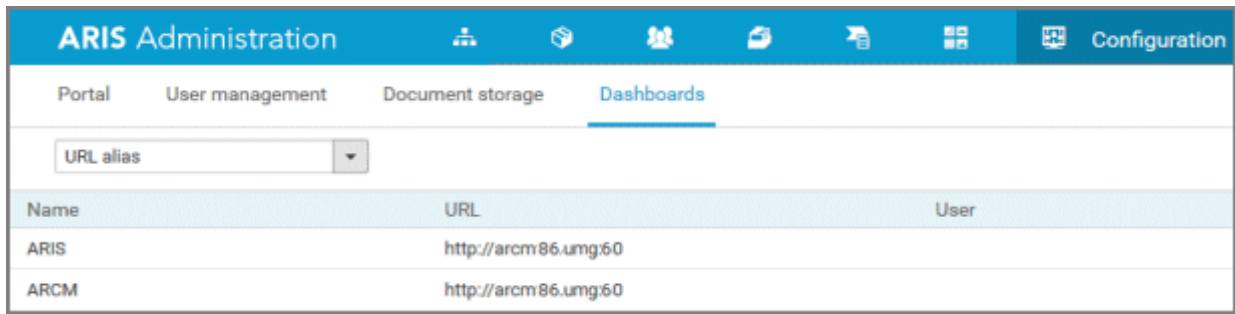
- See introduction (page 3).
- Your ARIS Server is enabled for ARIS Aware that is, the **dashboarding** runnable is activated and running (see **ARIS Server Installation Guide** or **ARIS Cloud Controller (ACC) Command-Line Tool**).
- A valid server license for **Aware (YCSAW) ARIS Connect Server** extension pack is available in ARIS Administration.

Procedure

1. Start ARIS Connect.
2. Log in as **system** user.
3. Click **<user name> > Administration**. The **ARIS Administration** opens.
4. Click **Dashboards**.
5. Click **+ Add configuration**. The **Add property** dialog opens.
6. Enter the following properties:
 - a. Name: **ARIS**
It is important to use exactly this name, to make sure the dashboards are displayed.
 - b. Protocol: **http**
 - c. Host: **<name of your server>**
 - d. Port: **<load balancer port>**
 - e. Name: **ARIS**
It is important to use exactly this name, to make sure the dashboards are displayed.
 - f. Protocol: **http**
 - g. Host: **<name of your server>**
 - h. Port: **<load balancer port>**
 - i. User: **system**
 - j. Password: **<password of the system user>**
7. Click **Save**.
8. Repeat these steps for the URL alias **ARCM**. Use the same properties except for the **User** and **Password** fields, which remain empty.

The URL aliases for the GDPR dashboards **ARIS** and **<ARCM** are defined.

Example



The screenshot shows the ARIS Administration interface. The top navigation bar is blue and contains the text 'ARIS Administration' followed by several icons and the word 'Configuration'. Below this, a secondary navigation bar has tabs for 'Portal', 'User management', 'Document storage', and 'Dashboards'. The 'Dashboards' tab is selected. Underneath, there is a dropdown menu labeled 'URL alias' with a downward arrow. Below the dropdown is a table with three columns: 'Name', 'URL', and 'User'. The table contains two rows of data.

Name	URL	User
ARIS	http://arcm86.umg:60	
ARCM	http://arcm86.umg:60	

9 Glossary

GDPR

The General Data Protection Regulation (GDPR) protects the rights of individuals' personal data within the European Union. It also regulates the export of personal data outside the EU. GDPR is a regulation by the European Parliament, the Council of the European Union, and the European Commission.

Processing activity

A processing activity is any operation which is performed on individuals' personal data, such as collection, recording, disclosure by transmission, and therefore is subject to the General Data Protection Regulation (GDPR (page 21)).

Processing activities and associated information are modeled in **Processing activity description diagram** models and **Record of processing activities** models in ARIS Architect. For detailed information, refer to the **ARIS Risk & Compliance Manager - Data Protection Management** guide.

10 Disclaimer

ARIS products are intended and developed for use by persons. Automated processes, such as the generation of content and the import of objects/artifacts via interfaces, can lead to an outsized amount of data, and their execution may exceed processing capacities and physical limits. For example, processing capacities are exceeded if models and diagrams transcend the size of the modeling area or an extremely high number of processing operations is started simultaneously. Physical limits may be exceeded if the memory available is not sufficient for the execution of operations or the storage of data.

Proper operation of ARIS products requires the availability of a reliable and fast network connection. Networks with insufficient response time will reduce system performance and may cause timeouts.

If ARIS products are used in a virtual environment, sufficient resources must be available there in order to avoid the risk of overbooking.

The system was tested using scenarios that included 100,000 groups (folders), 100,000 users, and 1,000,000 modeling artifacts. It supports a modeling area of 25 square meters.

If projects or repositories are larger than the maximum size allowed, a powerful functionality is available to break them down into smaller, more manageable parts.

Some restrictions may apply when working with process administration, ARIS Administration, ARIS document storage, and ARIS Process Board, and when generating executable processes. Process Governance has been tested and approved for 1000 parallel process instances. However, the number may vary depending on process complexity, for example, if custom reports are integrated.

ARIS document storage was tested with 40.000 documents. We recommend monitoring the number and overall size of stored documents and archiving some documents if needed.

11 Support

ON THE WEB

Open Empower (<https://empower.softwareag.com/>) to get support.

A valid support contract allows you to access the solution database.

If you have any questions on specific installations that you cannot perform yourself, please contact your local Software AG sales organization.

BY PHONE

If you have a valid support contract, you can contact Global Support ARIS at:

+800 ARISHELP

The plus sign stands for the prefix required in a given country to dial an international connection.

Example for dialing within Germany with a direct extension line: 00 800 2747 4357

If this number is not supported by your telephone provider, please refer to Empower https://empower.softwareag.com/public_directory.asp.