

# Privacy Management User Guide



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#### Overview

This User Guide outlines the steps to conduct a campaign and produce reports. The steps go through the process of creating an asset within the business hierarchy and associating questions to conduct a campaign which results in an assessment report. The experience of completing the steps in this User Guide will enable the administrator to tailor complex campaigns for each organization.

#### What we do!

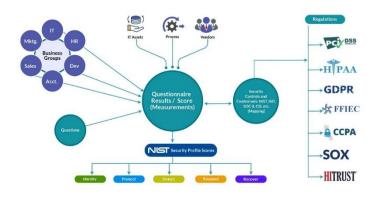
Securends GRC is an accessible SaaS solution that helps achieve a reliable enterprise security score through a simple interface. It can be managed quarterly or annually, even by those who lack experience with managing security or compliance controls. The Securends GRC method of completing risk assessments includes flexible scoring and configuration of the questions, answers, and measurements with a choice of templates for quick implementation.

Assessments are applied to operational activities and security control requirements. Each assessment adds to the enterprise posture score for security and privacy. The current profile is automatically updated and compared with the master target profile to show maturity progress. Participants interact with the questionnaire for measure responses or utilize the capability to re-assign when delegation or additional expertise is required. The participant(s) can add evidence and comments for review before it is presented to audit.

#### Why Securends GRC?

Achieve a reliable Enterprise Security Posture that is resilient in a dynamic infrastructure and regulated environment

The Securends GRC application develops an overall enterprise score which is comprised of a questionnaire based on risk management, remediation of compliance and audit requirements. The questionnaires are associated with assets, control sets and business units, supplying a multi-view measurement perspective. Encompassing all areas of an organization, external vendors, or external assessments; the aggregation leads to an enterprise security posture score that goes beyond a two-dimensional spreadsheet.



Product Version	<b>Document Revision</b>	Date
Securends GRC Privacy Management User Guide 1.0	1.0	

#### 1 Privacy Management

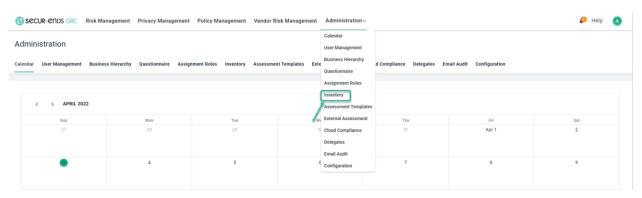
Formalize responses to assessments across various privacy frameworks which can differ by world region, even state by state in one user interface. Consolidate processes with out of the box features that drive compliance with automation.

- Dashboard
- Assessment Campaigns
- Assessment Reports
- Risk Report
- Risk Remediation
- Risk Register
- Maturity Progress

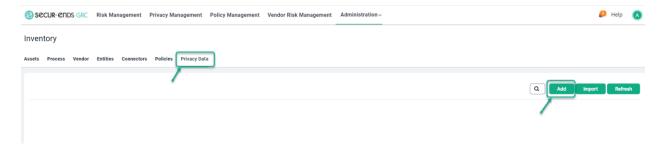
Note: For Privacy Management Setup Privacy Data.

Add a Privacy Data under the Inventory.

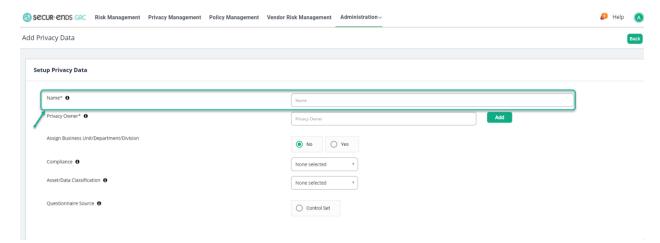
Select the **Inventory** option in **Administration** drop-down list.



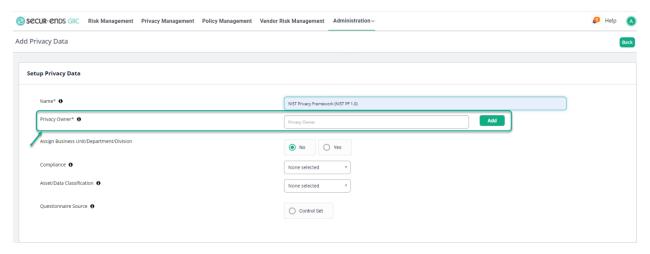
#### Select Privacy Data and click the Add button.



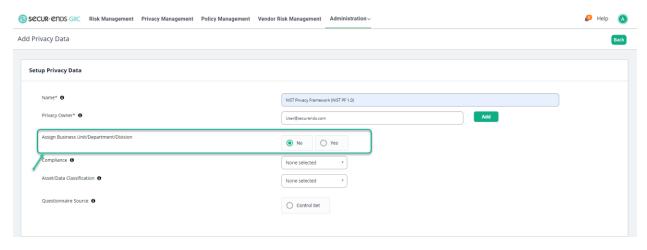
#### Name the Privacy Data.



Assign a **Privacy Owner** (by selecting the user in the contacts or add new user as appropriate).



Assign it to a level within the Business Hierarchy.



Privacy Management User Guide

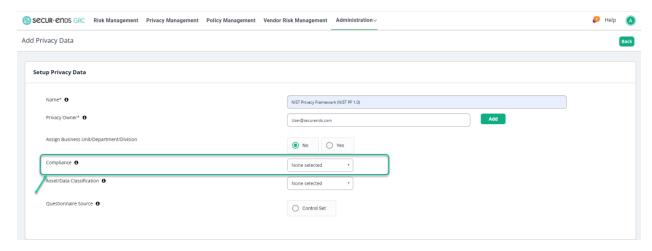
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Select the **Yes** radio button and assign it to a business level and click the **Save** button.

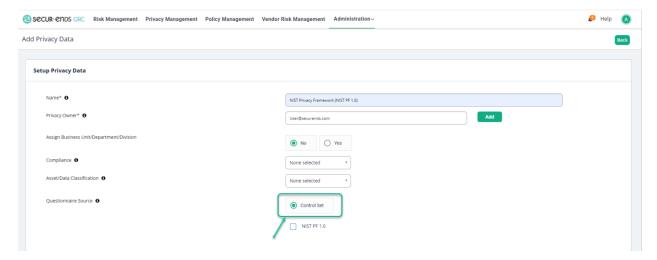


#### Select Compliance from the drop-down list.

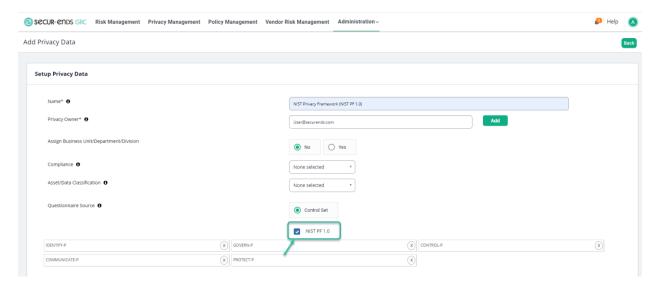


#### Select Questionnaire Source

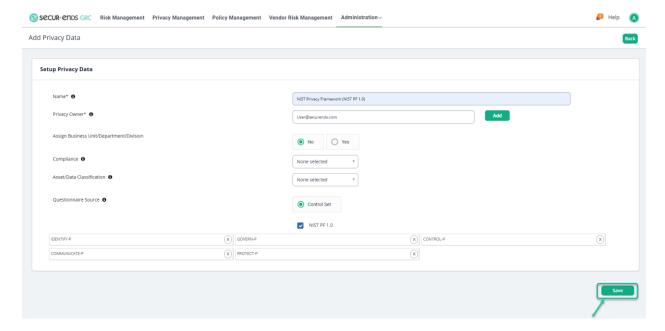
Click the **Control Set** radio button.



#### Select box for NIST PF 1.0.

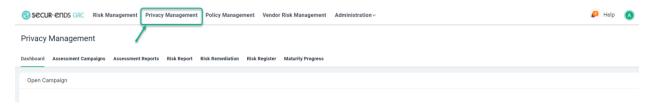


#### Click the **Save** button in the bottom right corner of the page.

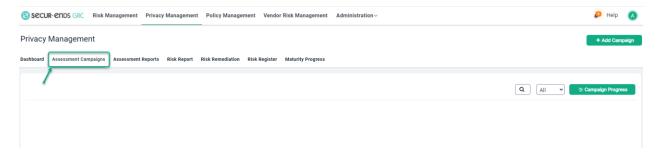


#### 1.1 Assessment Campaigns

Select the **Privacy Management** tab on the main menu.



#### Select Assessment Campaigns Tab.

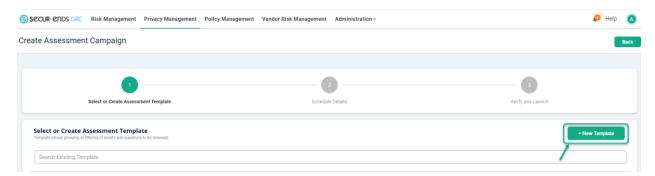


#### Click the Add Campaign button to follow three step process.

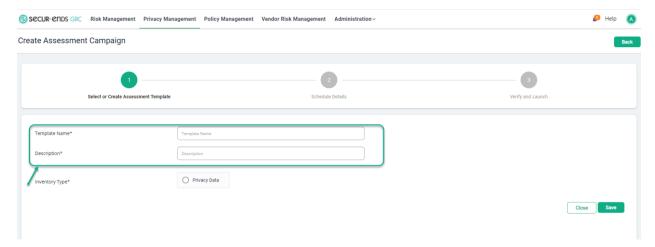


#### 1.1.1 Step 1: Select or Create Assessment Template.

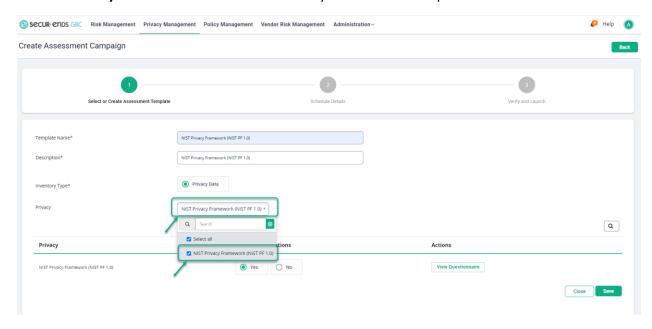
Click the **New Template** button to create new Assessment Template.



#### Enter a Template Name and Description.



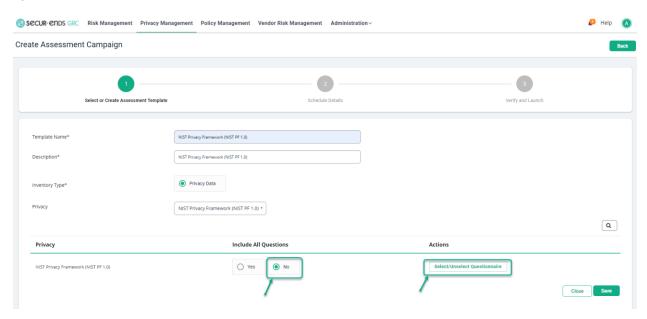
Click the Privacy radio button and select the Privacy Data from the dropdown list.



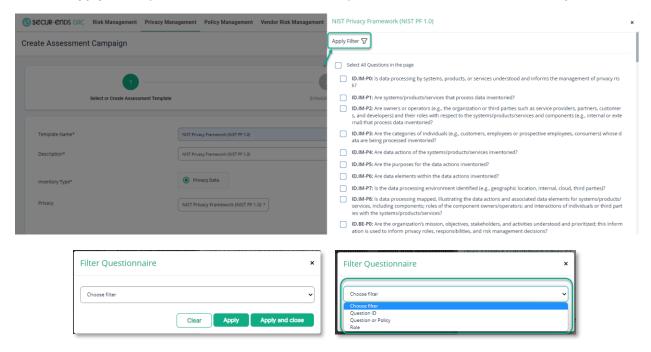
Click the Yes radio button to select all questions.

or

Click the **No** radio button (to select required questions) and then click the **Select/Unselect Questionnaire** button.



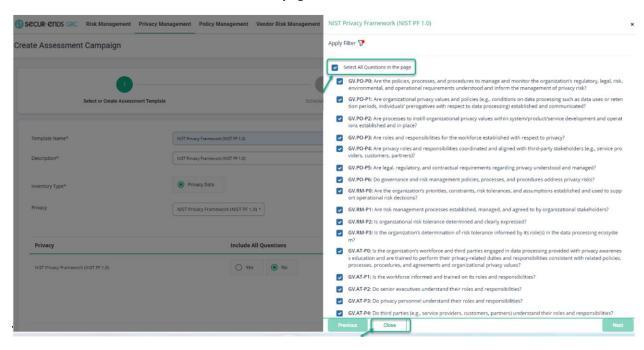
Click the Apply Filter symbol and then choose to filter by the Question ID, Question or Policy, or Role.



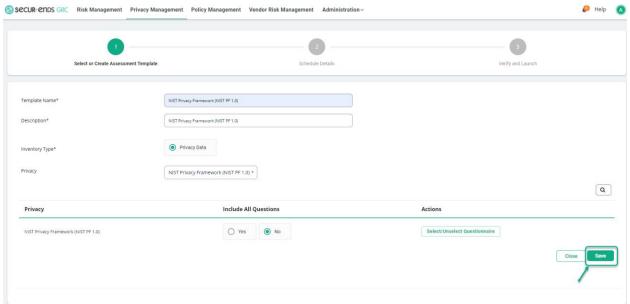
Enter Question ID and then click on Apply and Close button.



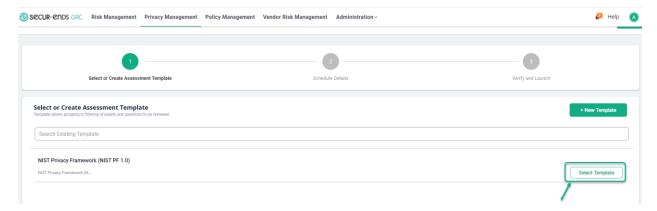
Check the box for Select All Questions in the page and click the Close button



Click the Save button.



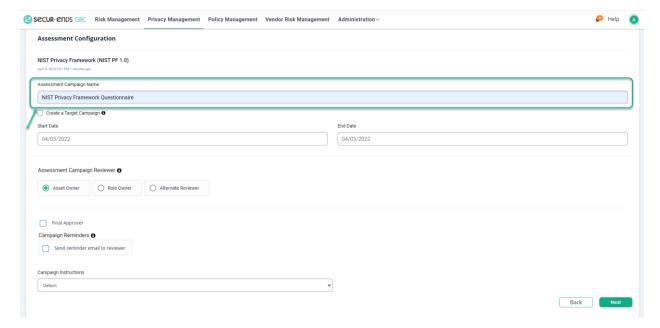
#### Select the Assessment **Template** that was created.



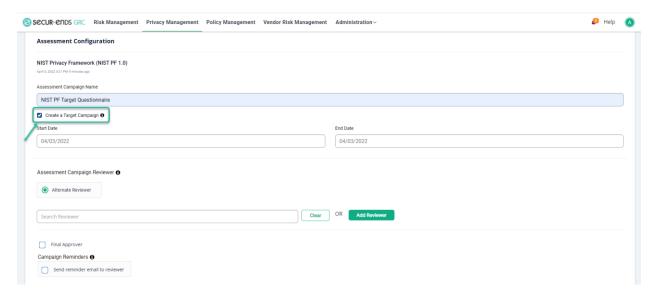
#### 1.1.2 Step 2: Schedule Details

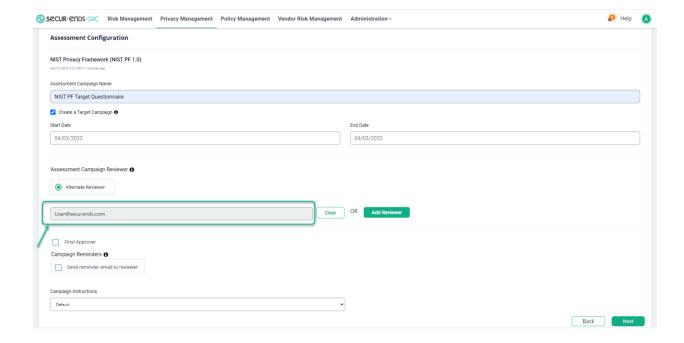
#### **Assessment Configuration**

#### Enter Assessment Campaign Name.

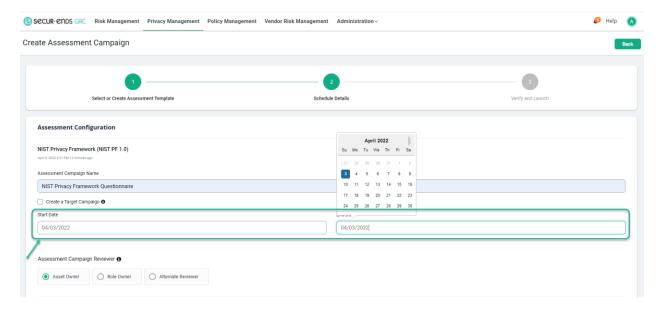


#### For creating Target Campaign select Create a Target Campaign option and enter Alternate Reviewer.

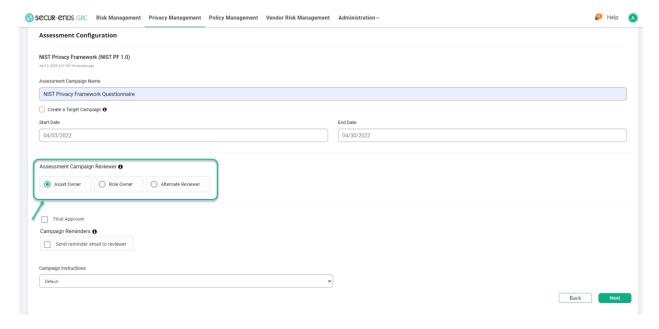




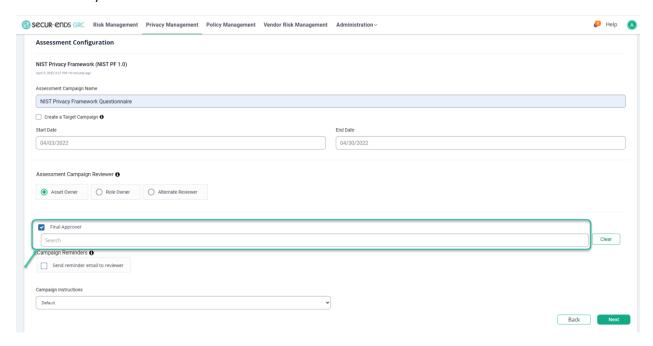
#### Select a Start Date and End Date.



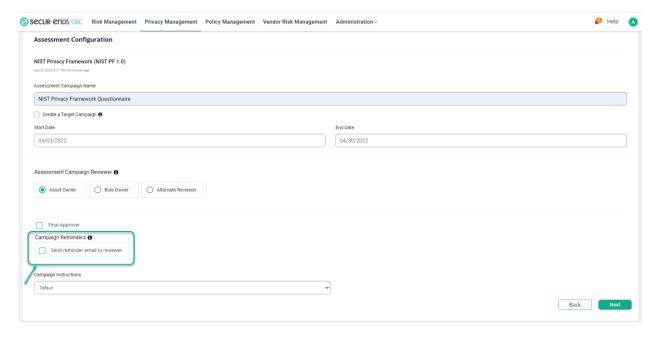
#### Select Asset Owner/Role owner/Alternate Reviewer.



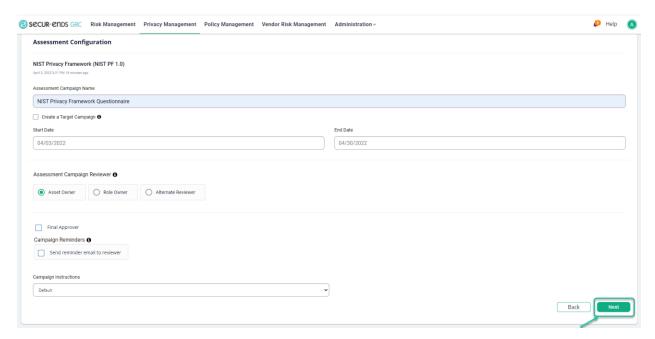
Select **Final Approver** option and enter the user details (Final Approver can review the answers given by the Reviewer).



Select Campaign Reminders option (By selecting this option, the reminder email can send to Reviewer).

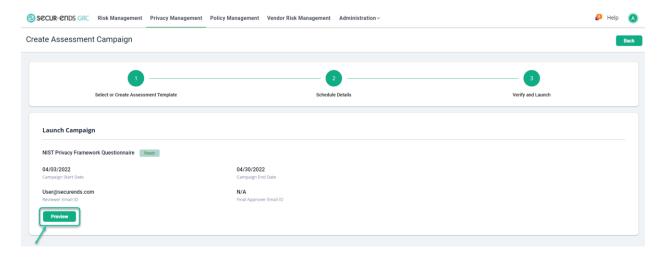


#### Click the **Next** button.



#### 1.1.3 Step 3: Verify and Launch.

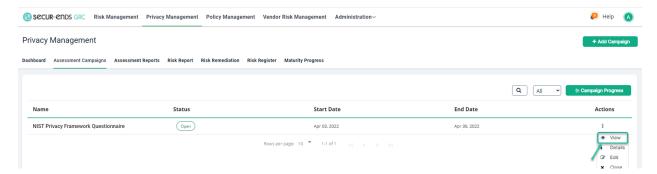
Click the **Preview** button and then the Launch button.



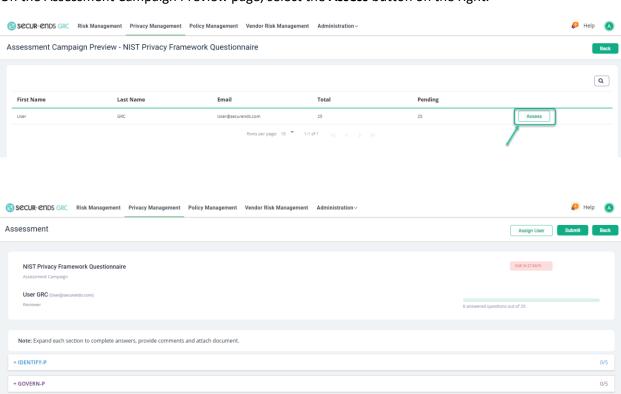
#### Click the Launch Campaign button.



#### Open the Actions menu and select View item.



#### On the Assessment Campaign Preview page, select the Assess button on the right.



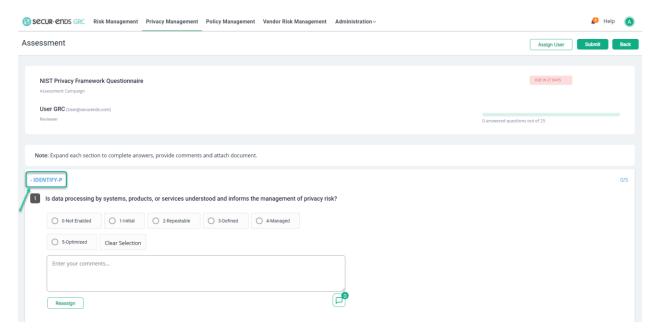
+ CONTROL-P
+ COMMUNICATE-P

+ PROTECT-P

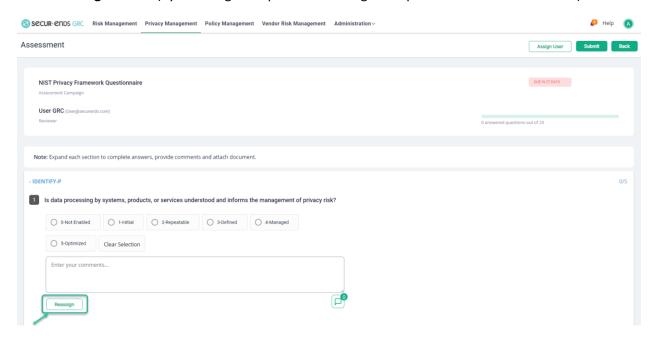
0/5

0/5

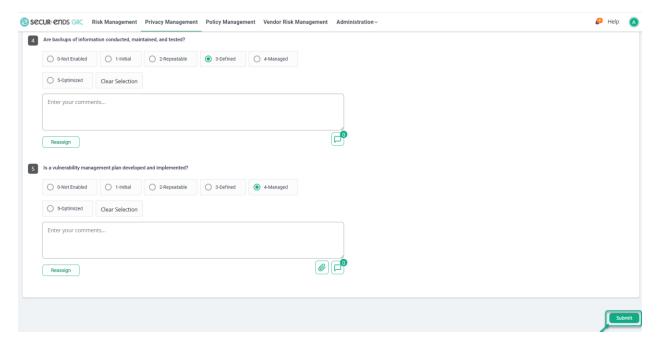
Expand each section to complete answers, provide comments and attach document.



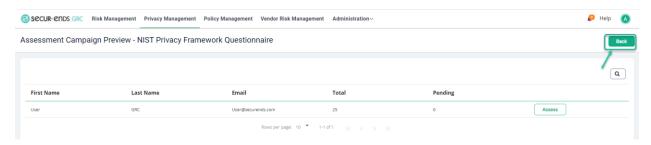
Select **Reassign** button (by selecting this option can reassign the question to another reviewer).



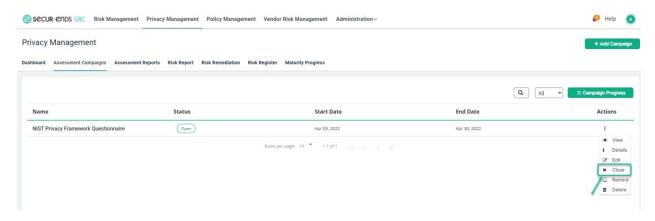
#### Answer all questions and click the **Submit** button.



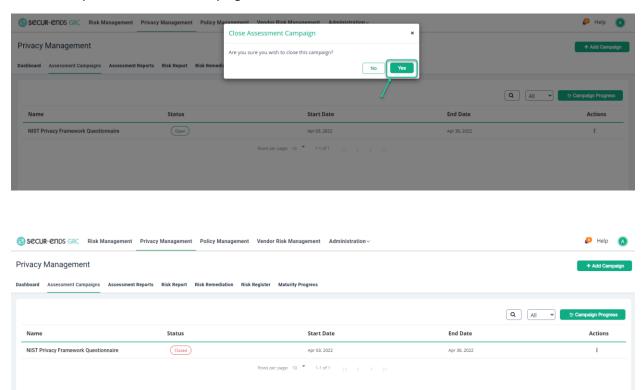
#### Click the **Back** button.



#### Click the **Actions** menu and select **Close** option to close the campaign.

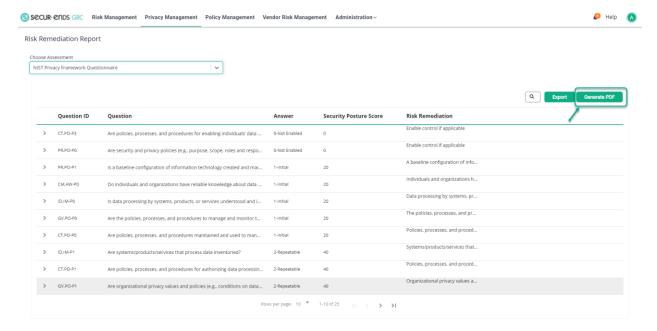


Select Yes option to close the Campaign.

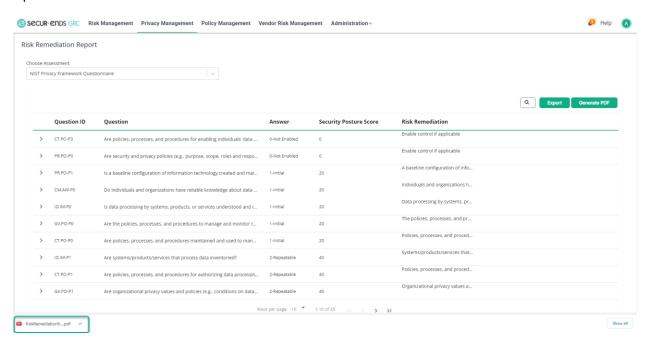


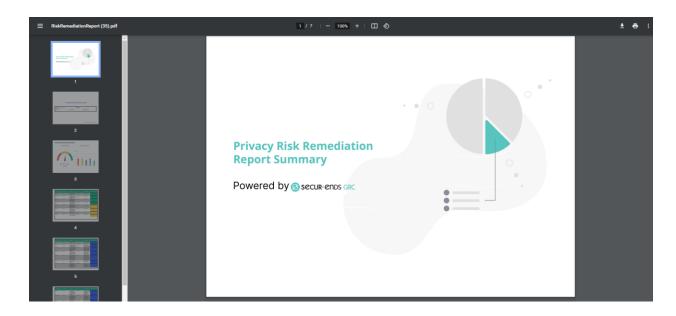
#### 1.2 Risk Remediation Report

Click the **Generate PDF** button to generate Risk Remediation PDF Report.

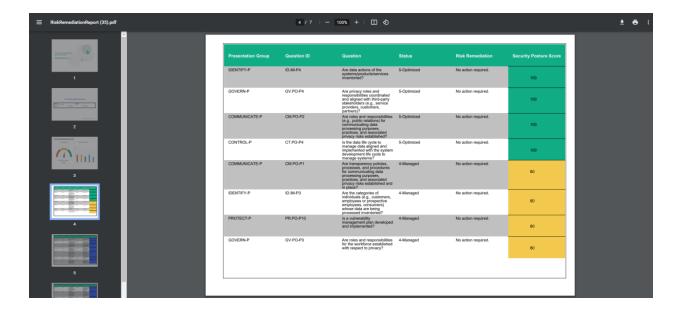


#### Open or Save the PDF.



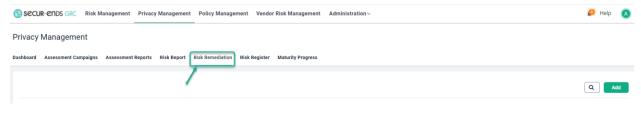




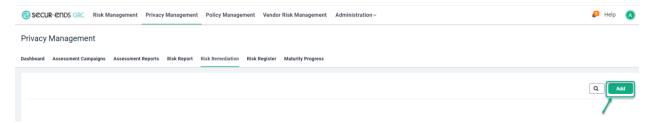


## 1.3 Risk Remediation Plan Creation of Remediation Plan.

Click the Privacy Management tab on the main menu and select Risk Remediation tab.

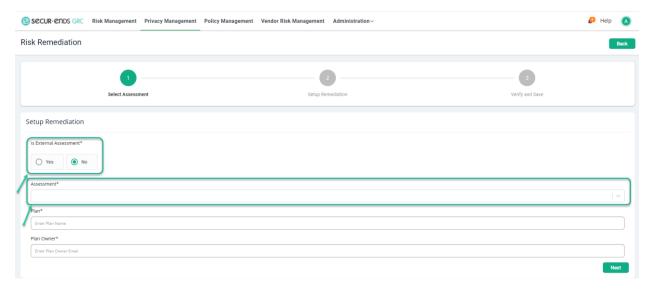


Click the **Add** button to follow three step process.

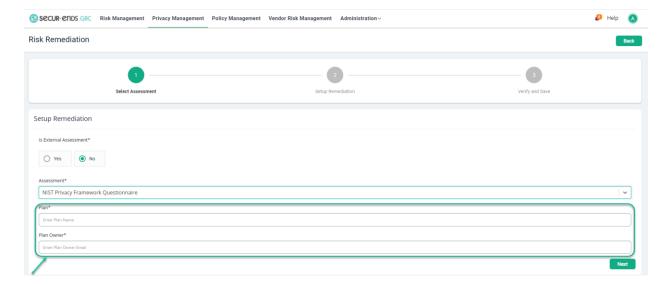


#### 1.3.1 Step 1: Select Assessment

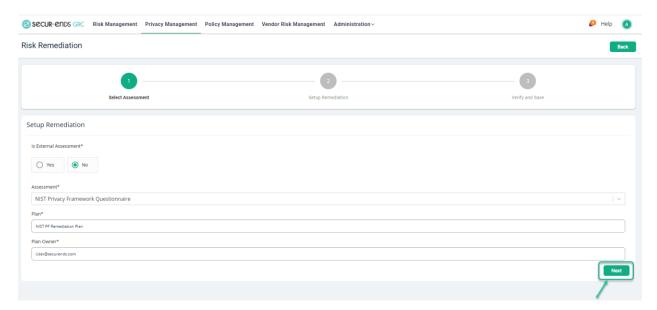
Select External Assessment option and Assessment from the drop-down list.



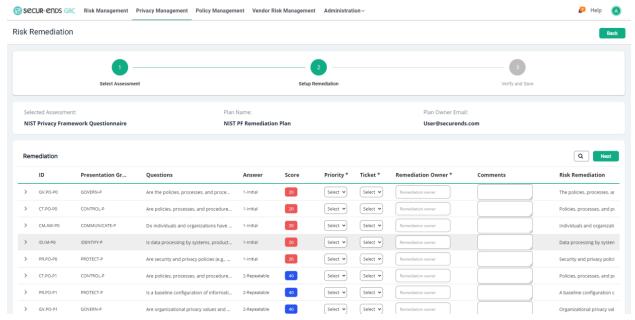
#### Enter a Plan name and Plan Owner.



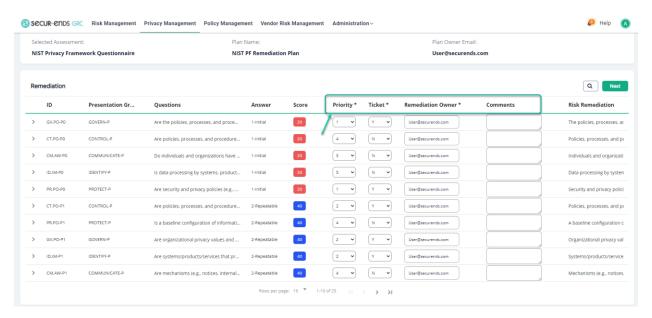
#### Click the **Next** button.



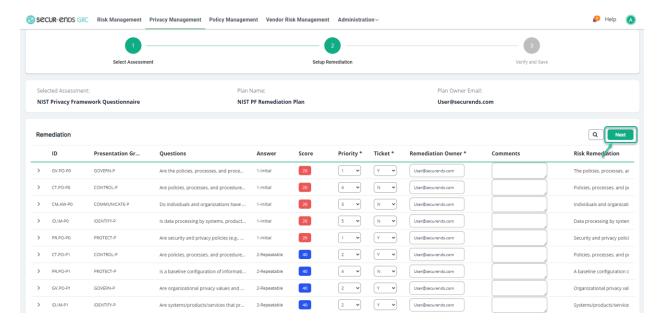
#### 1.3.2 Step 2: Setup Remediation



Select **Priority** and **Ticket** from the drop-down menu, enter **Remediation Owner** and **Comments** to the rows that have an action listed in the Risk Remediation column.

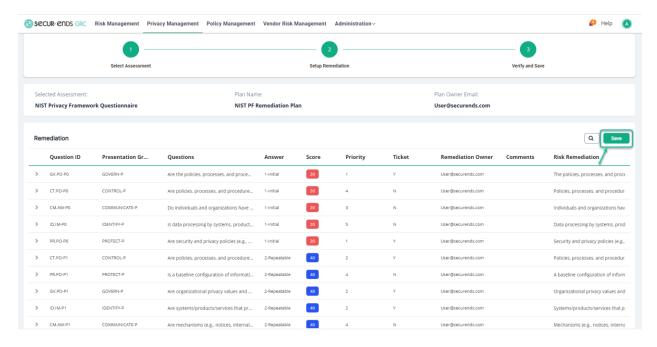


#### Click the **Next** button.

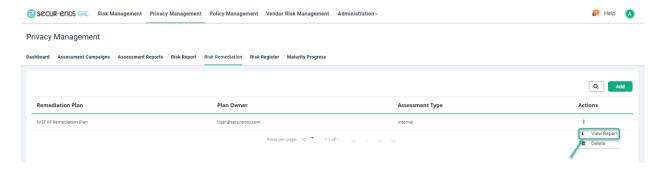


#### 1.3.3 Step 3: Verify and Save

#### Click the Save button.

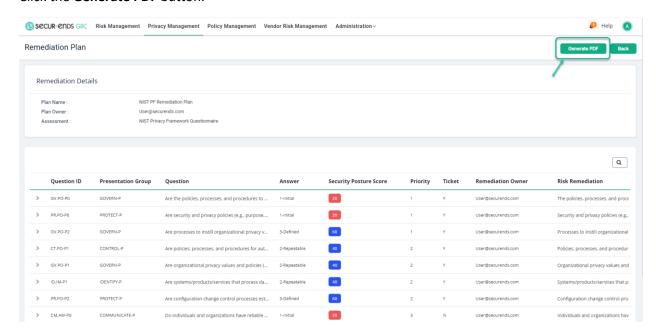


#### Click the **Actions** Menu and select **View Report** option.

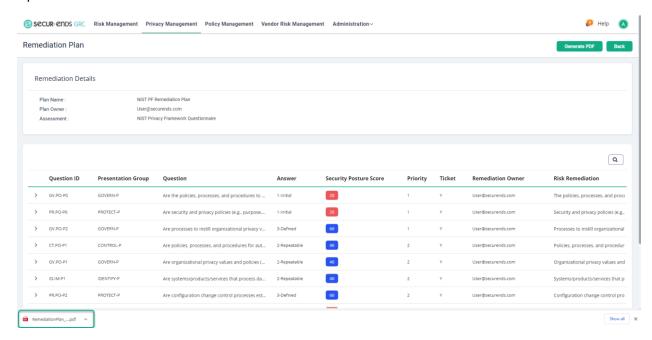


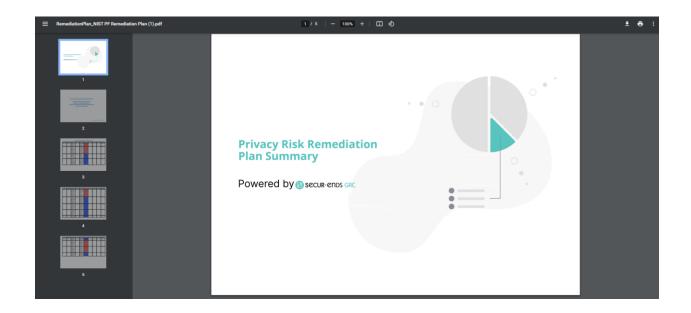
#### Generate Remediation Plan Report

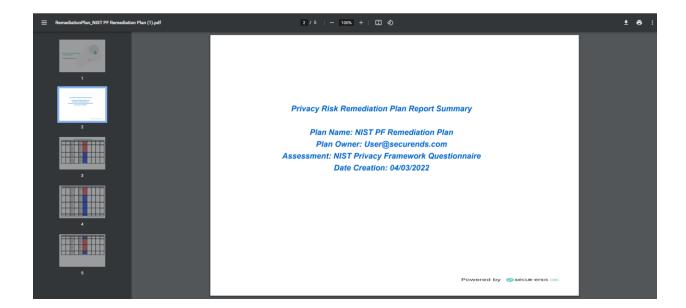
#### Click the Generate PDF button.

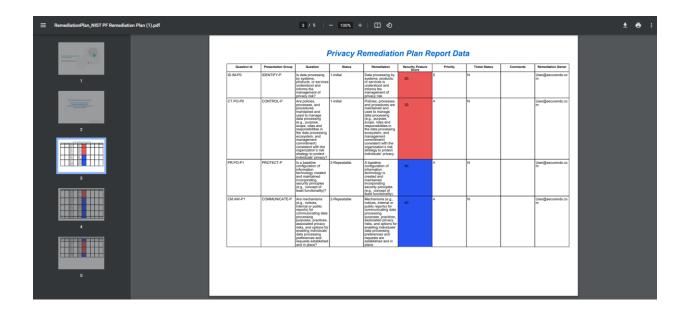


#### Open or Save the PDF.



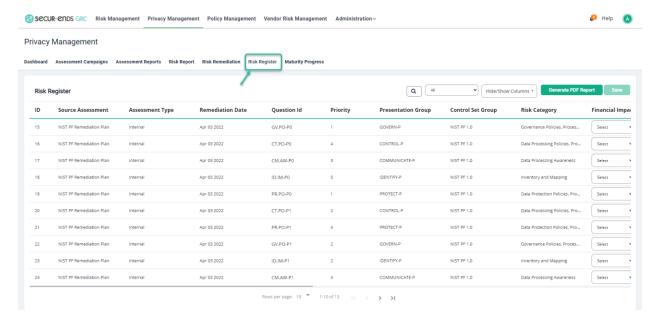




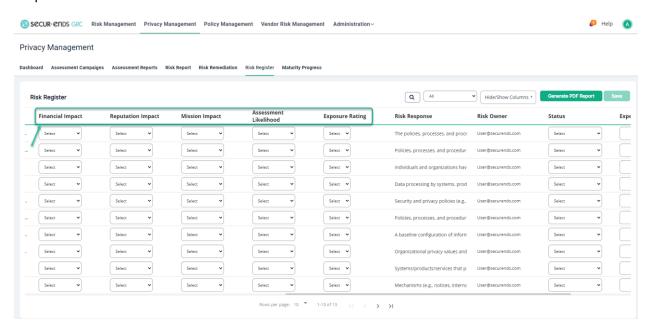


#### 1.4 Risk Register

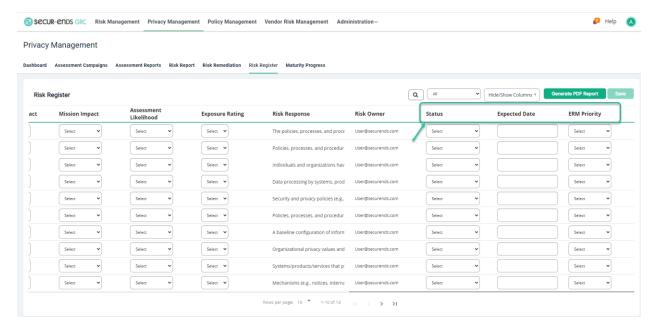
Click the **Privacy Management** tab on the main menu and select **Risk Register** tab.



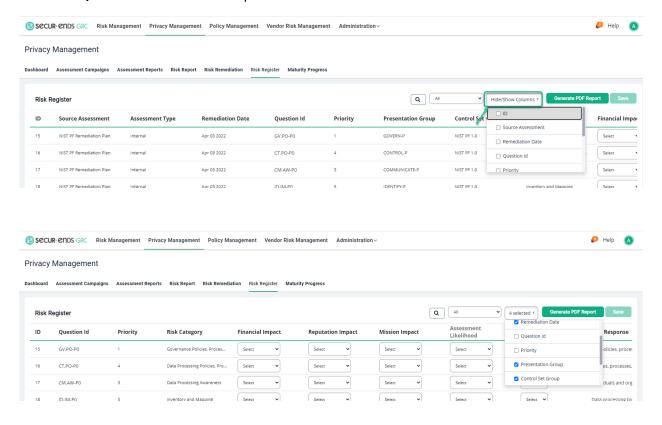
Select Financial Impact, Reputation Impact, Mission Impact, Assessment Likelihood, Exposure Rating drop-down menus.



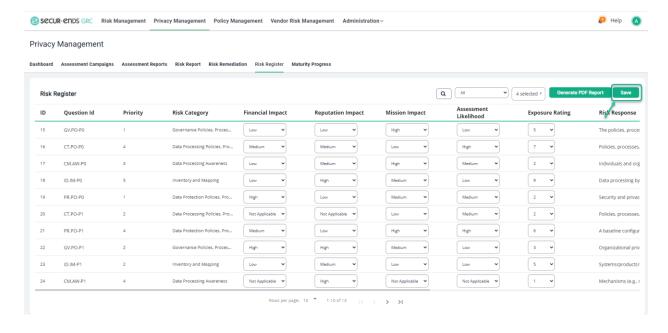
Select Status, ERM Priority in drop-down menus and enter Expected Date.



#### Select Hide/Show Columns in the drop-down menu.

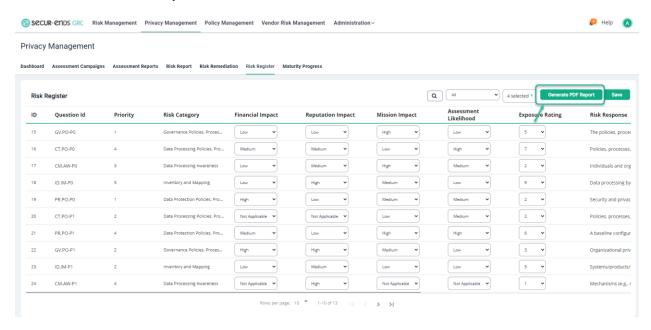


#### Click the Save button.

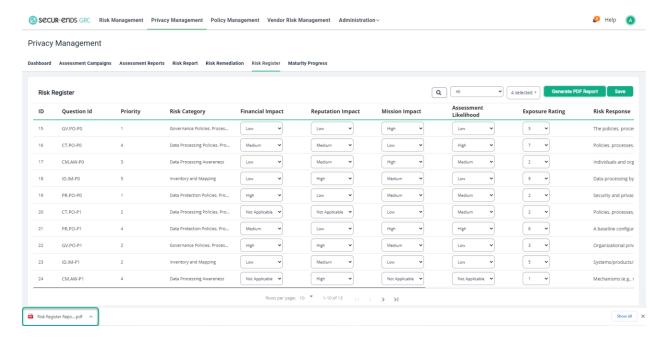


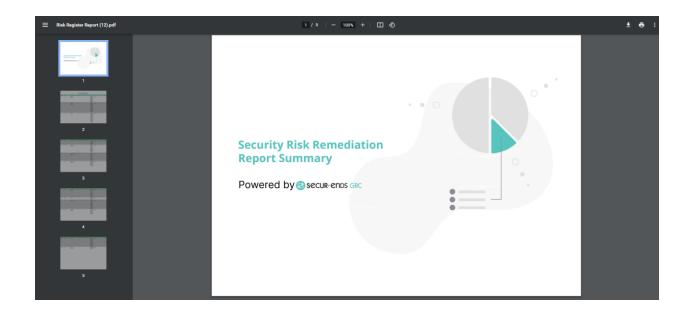
#### Generate Remediation Plan Report

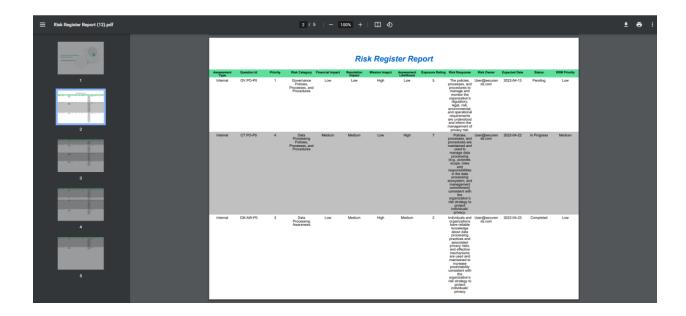
#### Click the Generate PDF Report button.



#### Open or Save PDF Report.

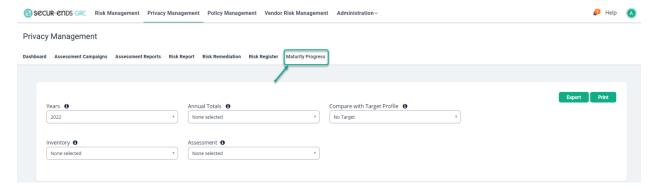




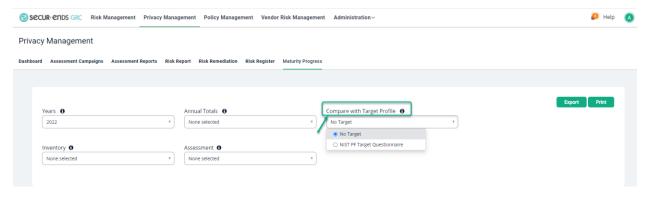


#### 1.5 Maturity Progress

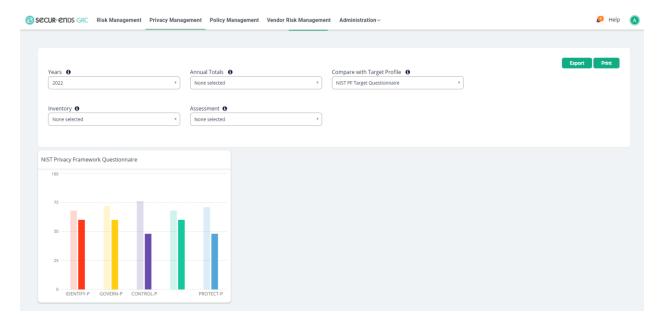
Click the **Privacy Management** tab on the main menu and select **Maturity Progress** tab.



Select Target Profile from the drop-down menu to compare with the Campaigns.



Select Years/ Annual totals / Inventory/ Assessment.



[End of Privacy Management User Guide]