



IT solutions for

**Data Protection
NOTIFICATION**

SibiLO 
www.sibilo.co.uk

Ekin Caglar, ekin@sibilo.co.uk
April 4, 2003, UMIST

SibiLO  Data Protection Solutions

Overview

- Implications of the Data Protection Act 1998
 - Notification to the ICO
 - Subject Access Requests (SAR)
 - Information Management Practices
 - Records Management
 - Contact Management
 - ...
 - Web Sites
- Notification Solutions
- Roadmap

April 4, 2003 Ekin Caglar [ekin@sibilo.co.uk] 2

SibiLO Data Protection Solutions

Issues with the process

- Awareness
- Notification per “legal entity”
 - What if an org’n has 30 departments?
 - Cost
- Management (more paperwork)
- Link notification to actual records
 - for dealing with SARs
- Burden???

April 4, 2003 Ekin Caglar [ekin@sibilo.co.uk] 5

SibiLO Data Protection Solutions

Solution – DataSmart

- Family of MS Windows-based applications to manage the Notification Life Cycle
 - DataSmart Demo
 - DataSmart Standard
 - DataSmart Pro
 - DataSmart Enterprise
 - DataSmart Custom
- Demonstrate
 - How can DataSmart Standard support the Notification Life Cycle?
 - How can the others in the DataSmart Family of Products can help with Data Protection?

April 4, 2003 Ekin Caglar [ekin@sibilo.co.uk] 6

Sibilo
Data Protection Solutions

DataSmart Standard

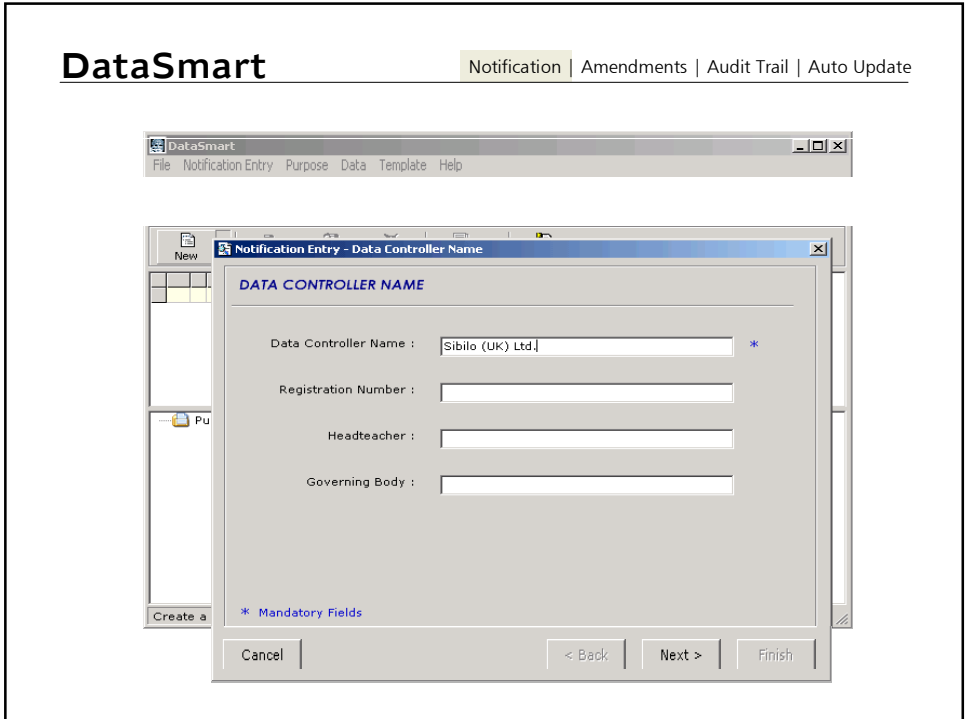
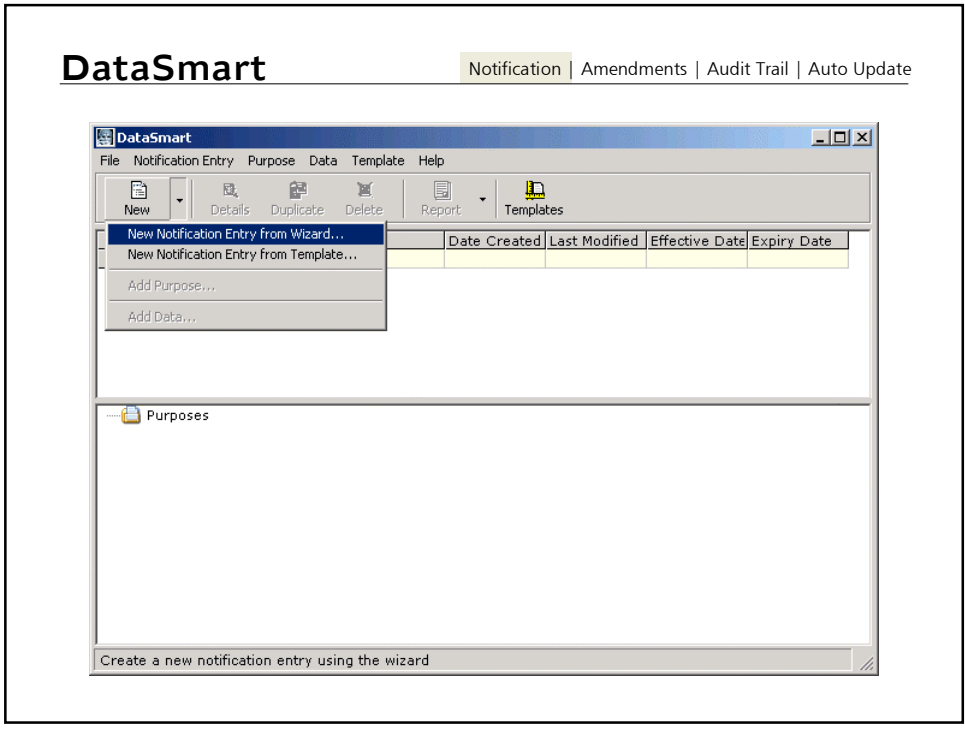
- Notification Entries + reports
- Amendments + reports
- SAR support using Audit Trail

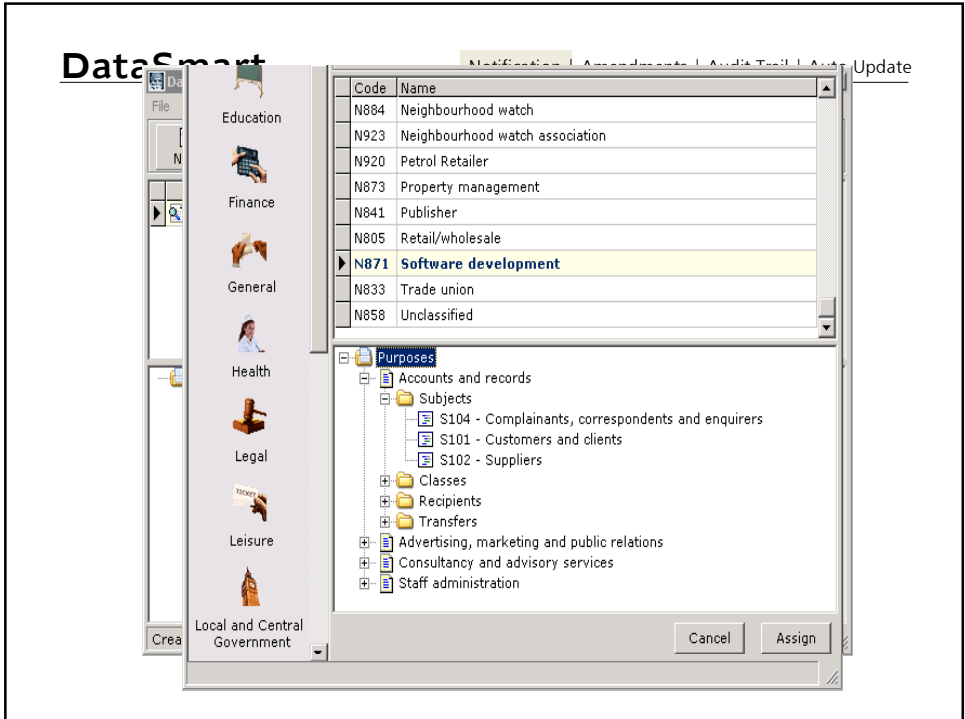
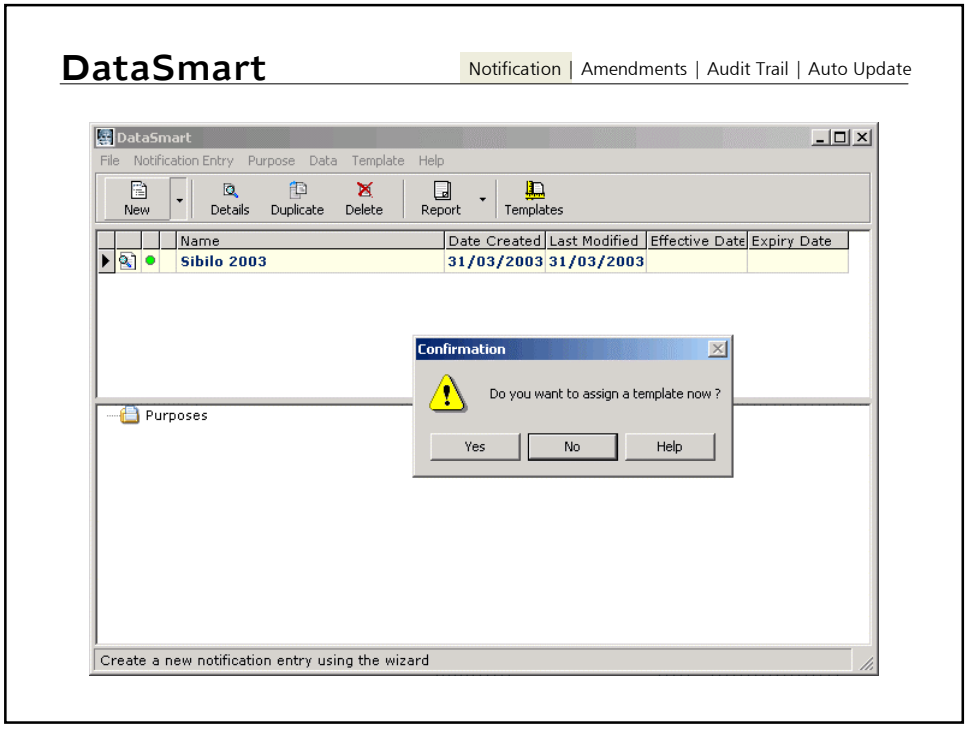
- Updates from the Internet
- Help

April 4, 2003
Ekin Caglar [ekin@sibilo.co.uk]
7

DataSmart

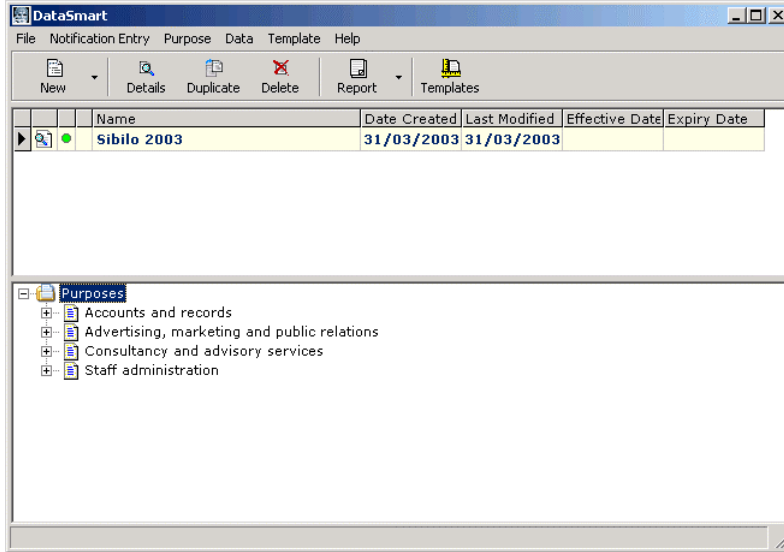
Notification | Amendments | Audit Trail | Auto Update





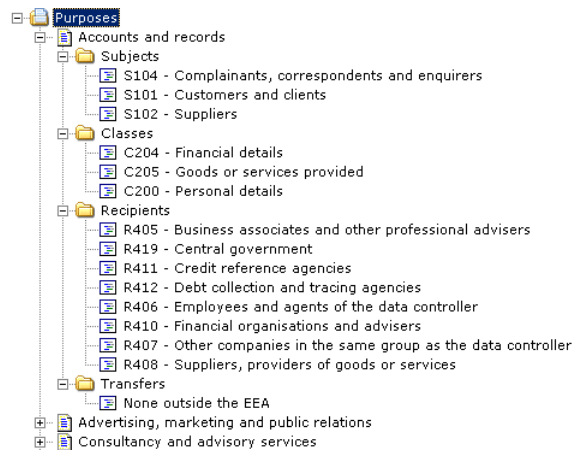
DataSmart

Notification | Amendments | Audit Trail | Auto Update



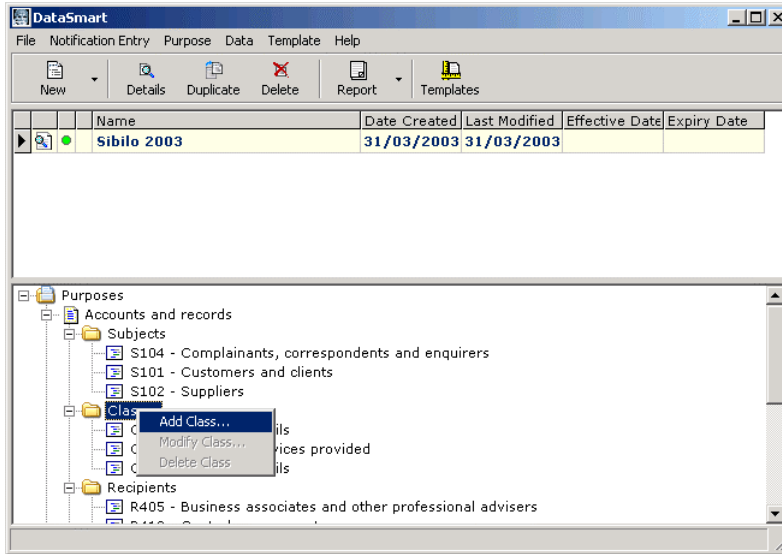
DataSmart

Notification | Amendments | Audit Trail | Auto Update



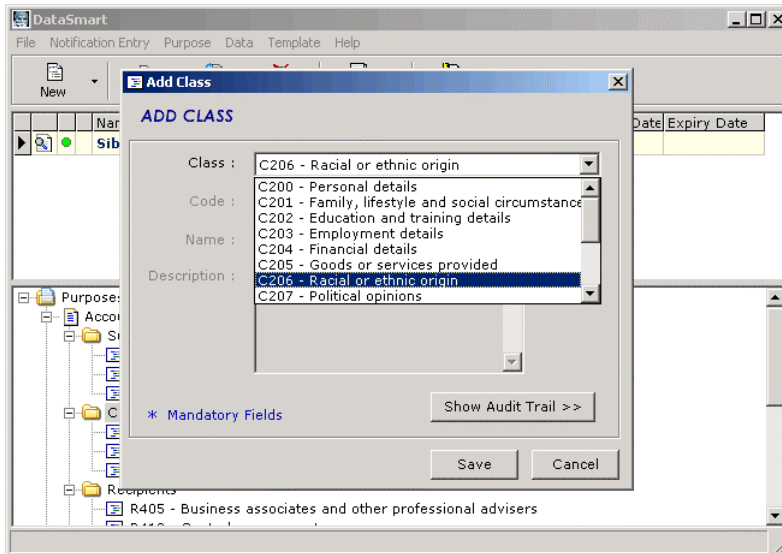
DataSmart

Notification | Amendments | Audit Trail | Auto Update



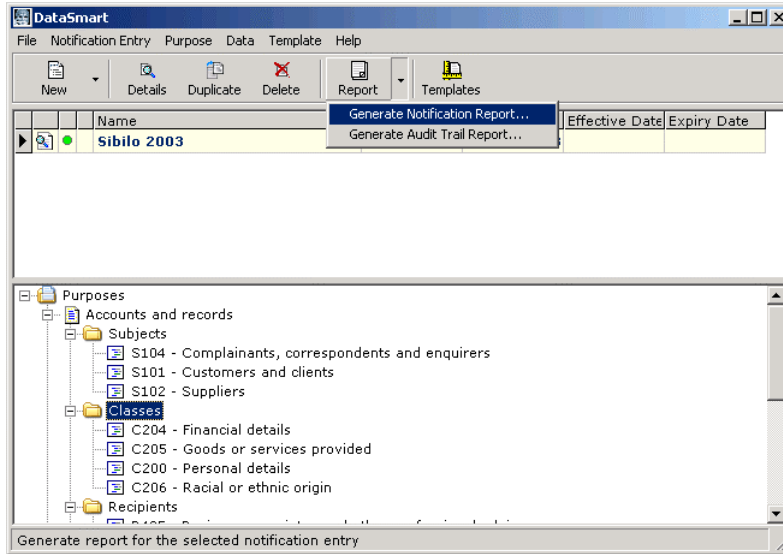
DataSmart

Notification | Amendments | Audit Trail | Auto Update



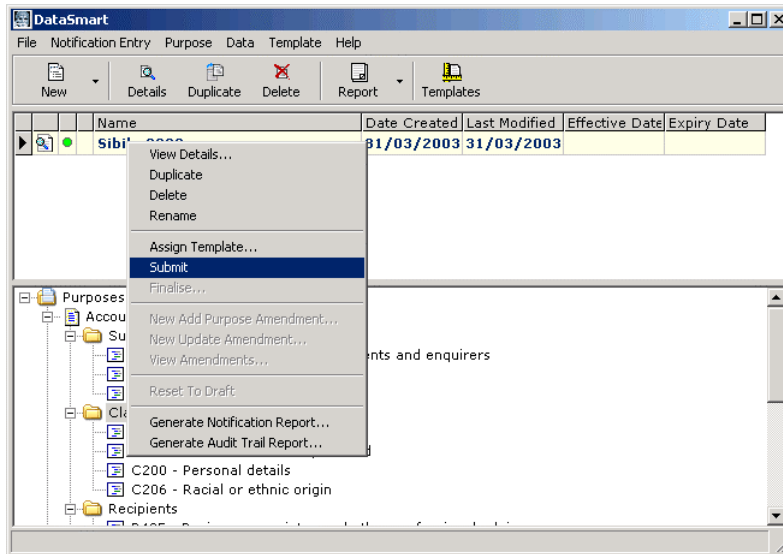
DataSmart

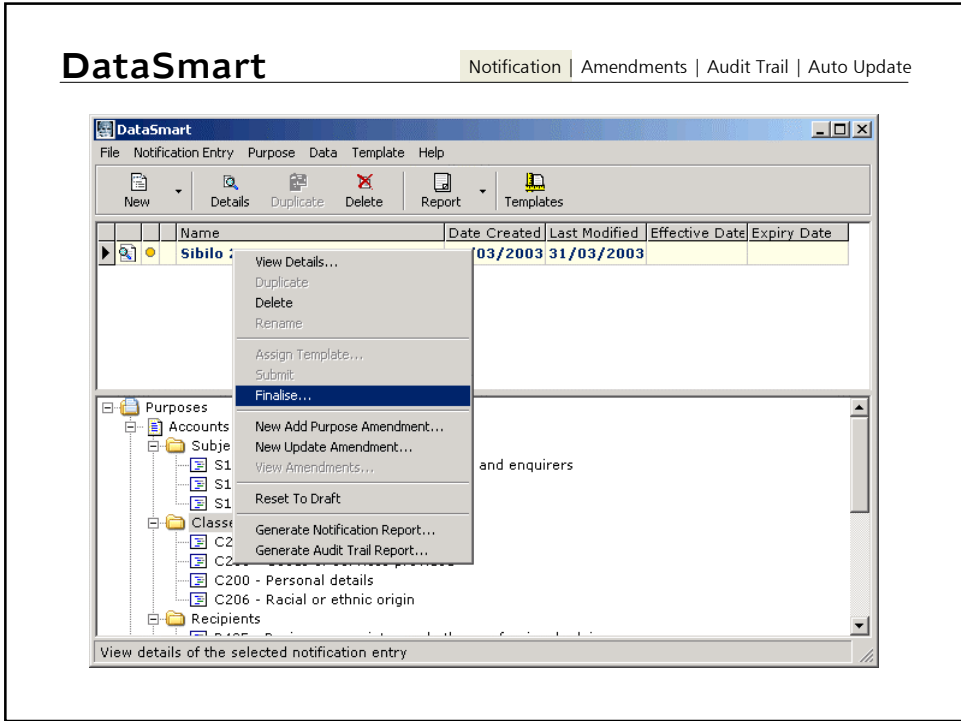
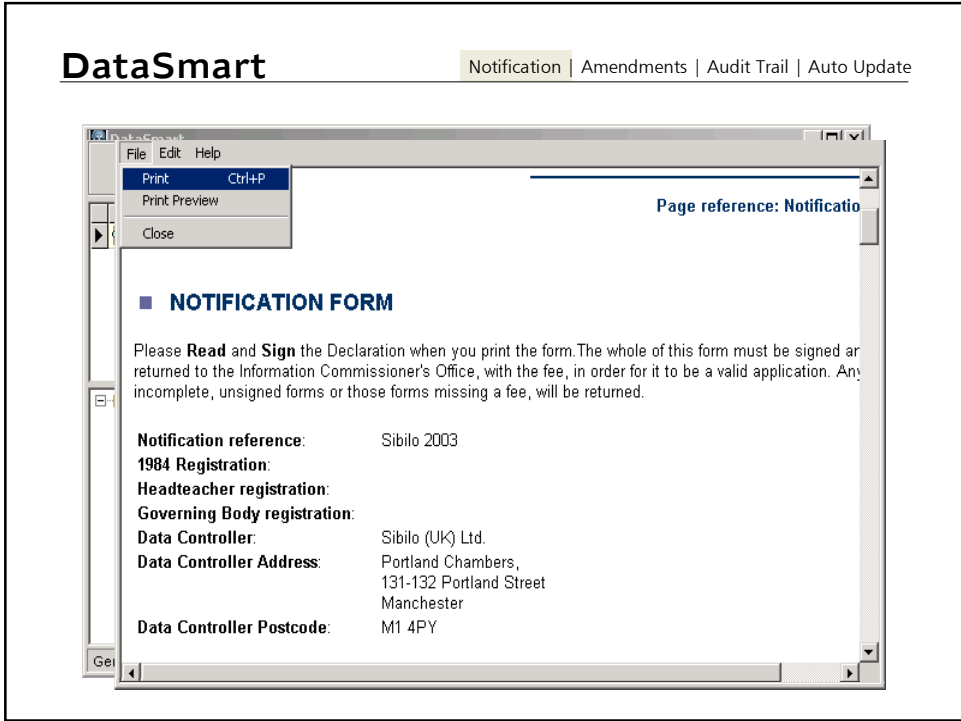
Notification | Amendments | Audit Trail | Auto Update

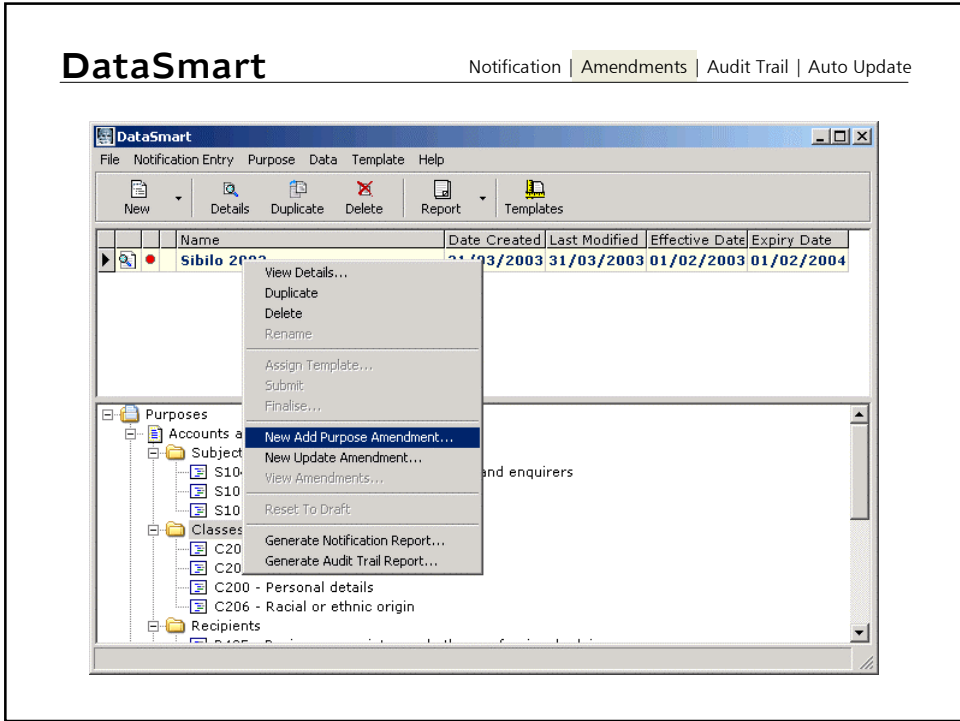
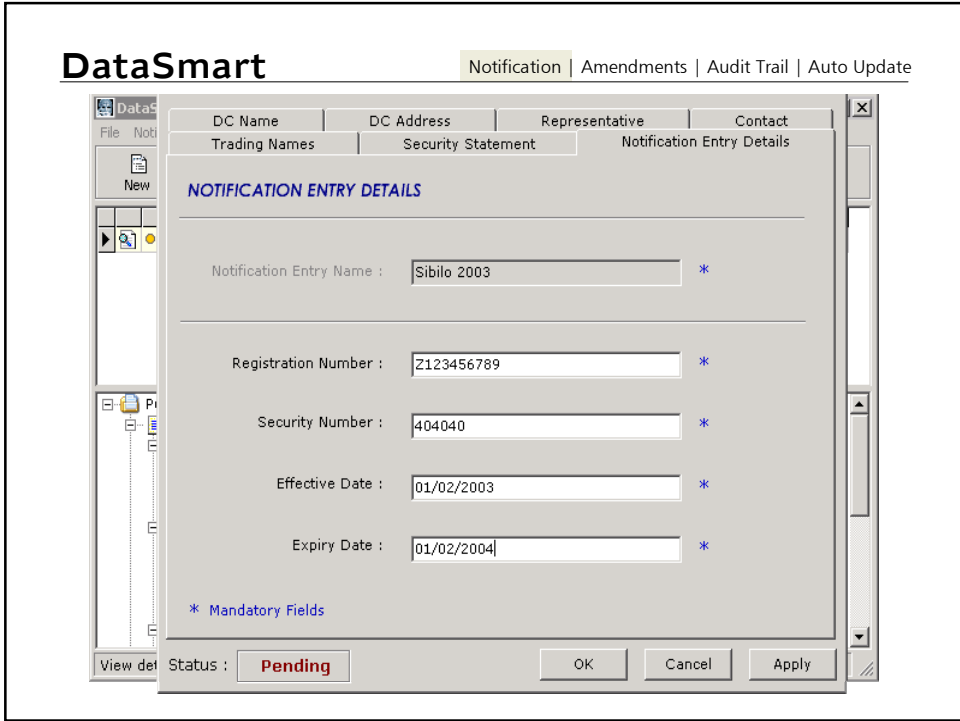


DataSmart

Notification | Amendments | Audit Trail | Auto Update

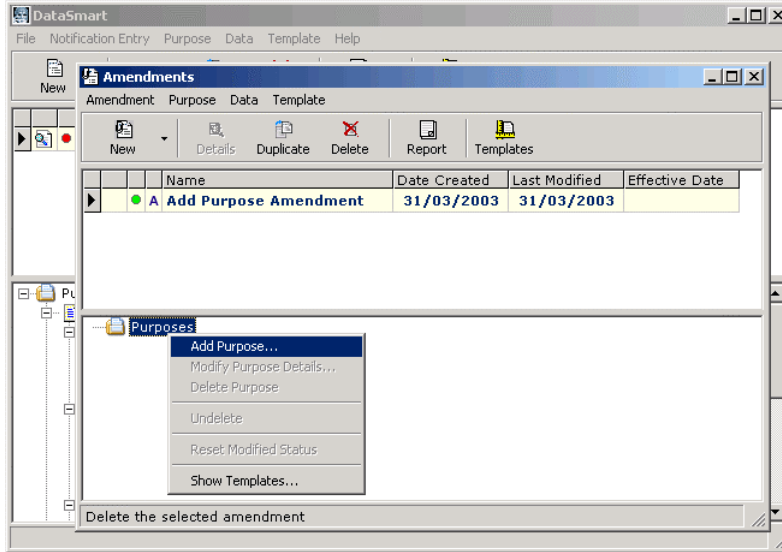






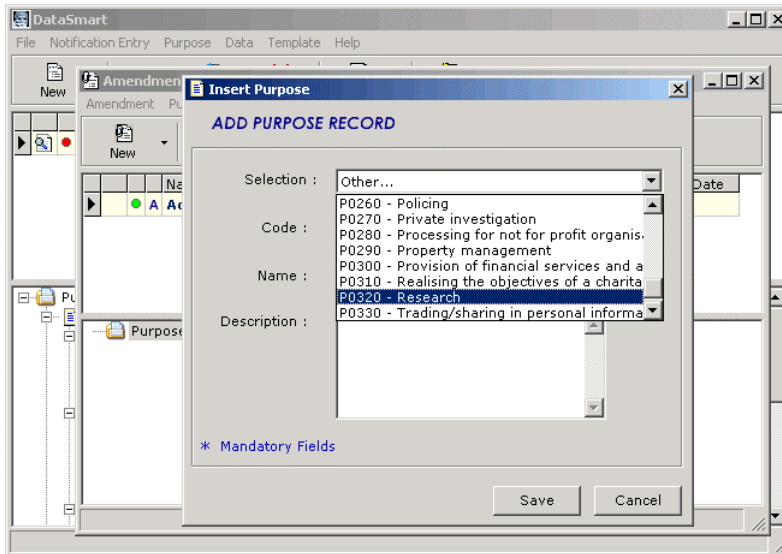
DataSmart

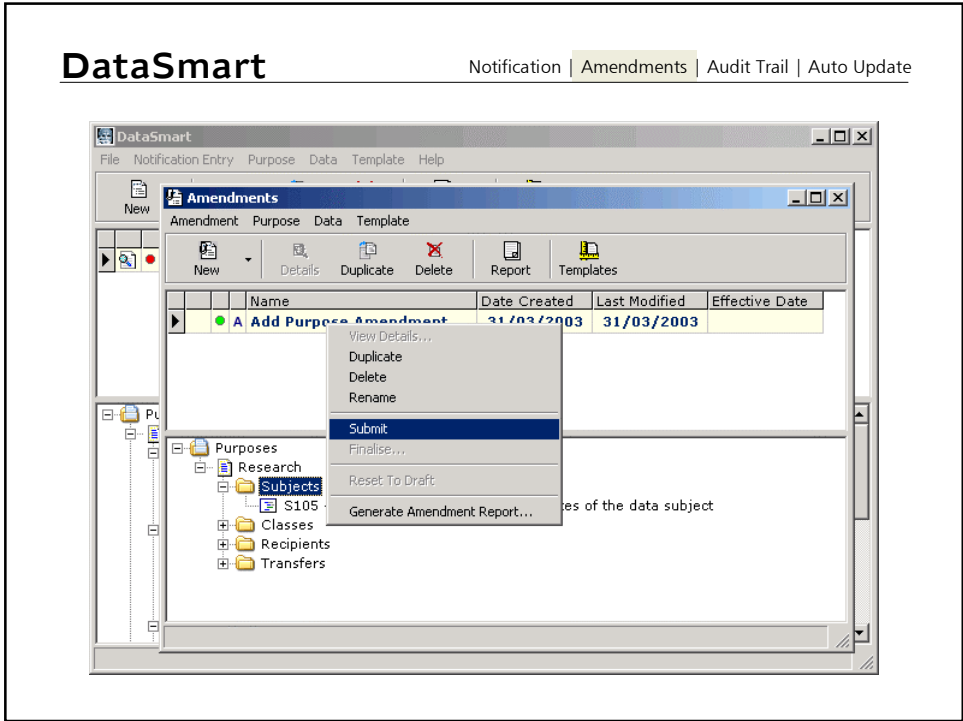
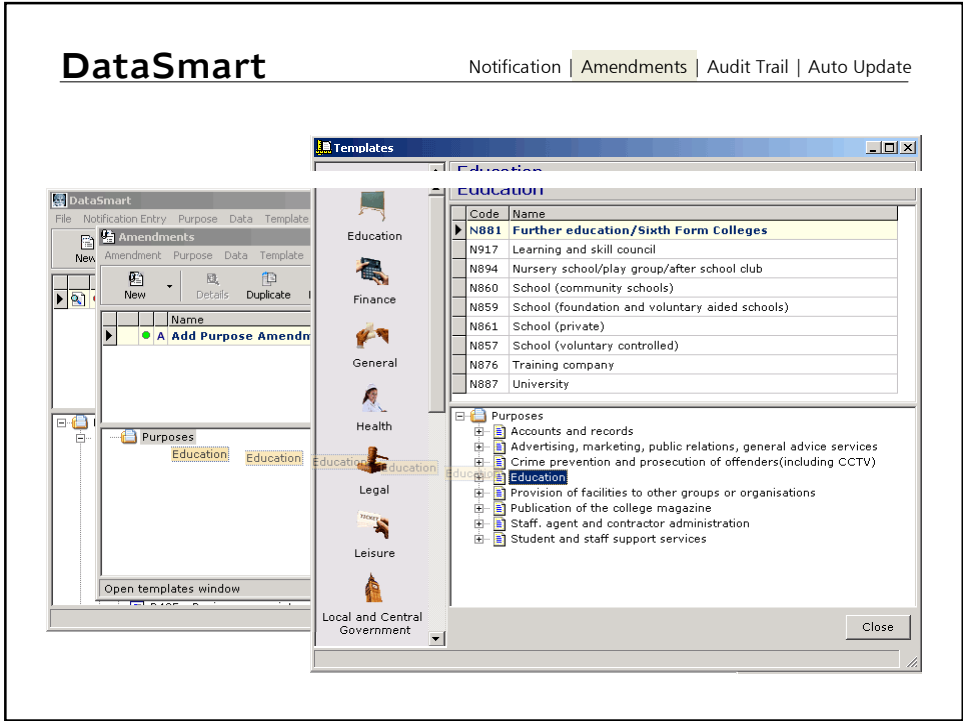
Notification | Amendments | Audit Trail | Auto Update



DataSmart

Notification | Amendments | Audit Trail | Auto Update





DataSmart Notification | Amendments | Audit Trail | Auto Update

Report File Edit Help

DP
Data Protection

PURPOSE FORM
(for adding a purpose to a notification)
A purpose form must be completed for **each** new purpose

You must quote your Security number or the form will be returned

| | | |
|--|---|---|
| Data controller name: | Sibilo (UK) Ltd. | |
| Registration number: | Z123456789 | |
| Security number/user number: | 404040 | |
| Purpose title: | Research | See Notification Handbook Section 3.1.8 for full list |
| Write here a brief description only if none of the standard purposes apply. | Research in any field, including market, health, lifestyle, scientific or technical research. You will be asked to indicate the nature of the research undertaken | |
| Data Subject Codes: | Relatives, guardians and associates of the data subject | See Notification Handbook Section 3.1.9 for full list |

DataSmart Notification | Amendments | Audit Trail | Auto Update

DataSmart File Notification Entry Purpose Data Template Help

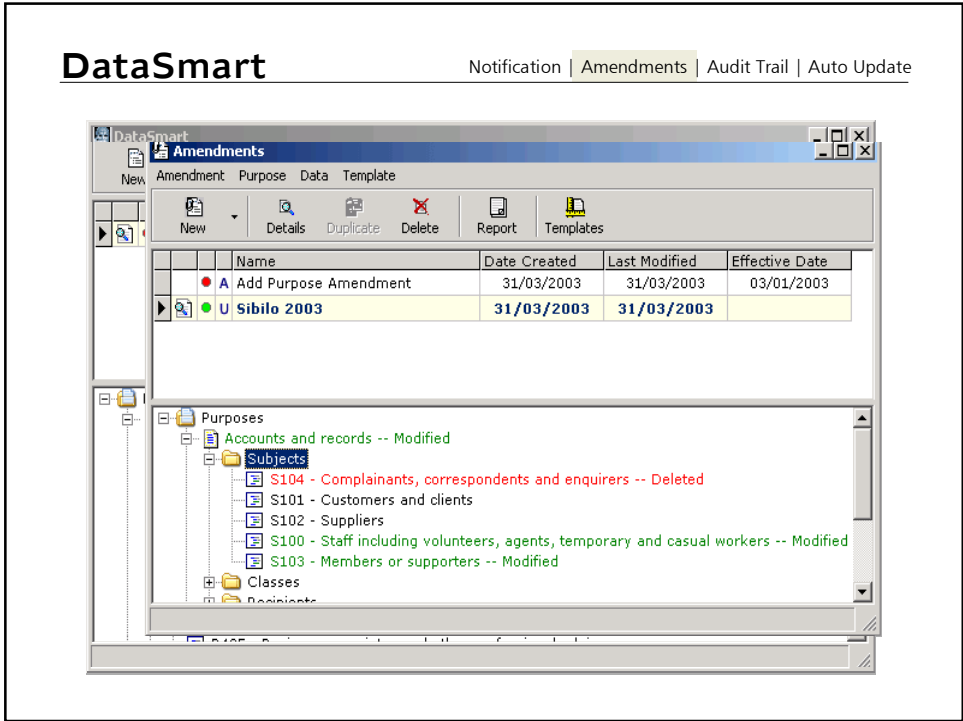
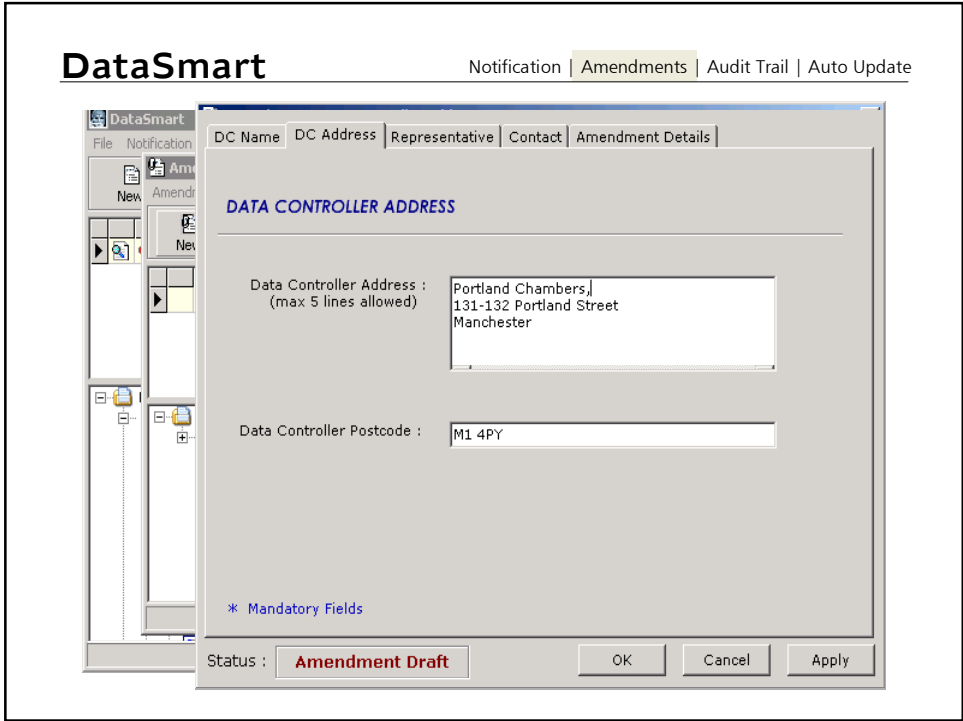
Amendments New Amendment Purpose Data Template

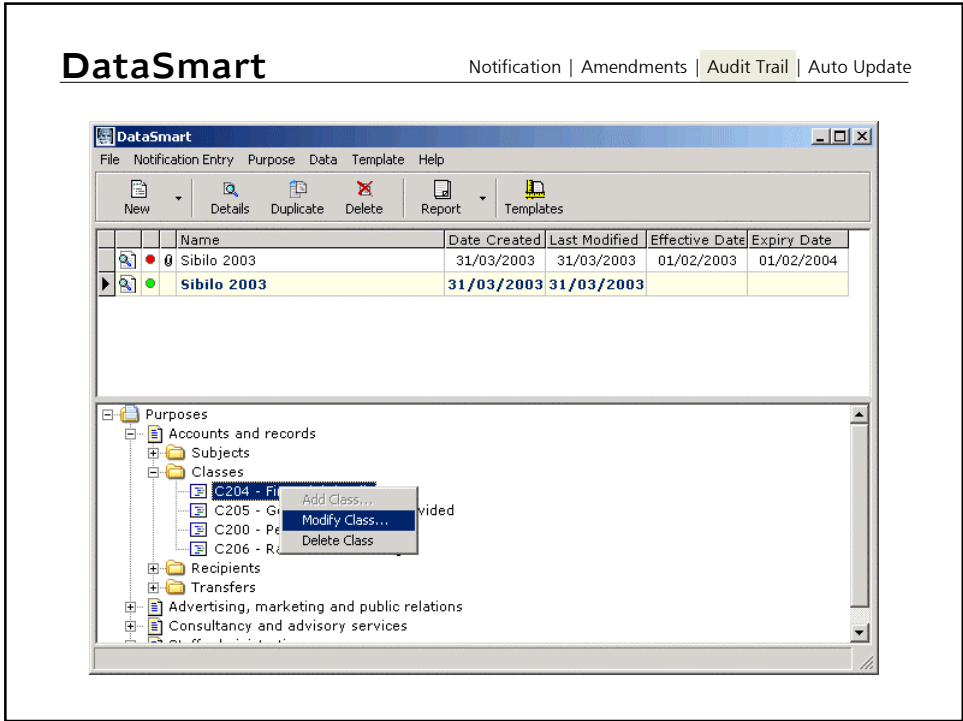
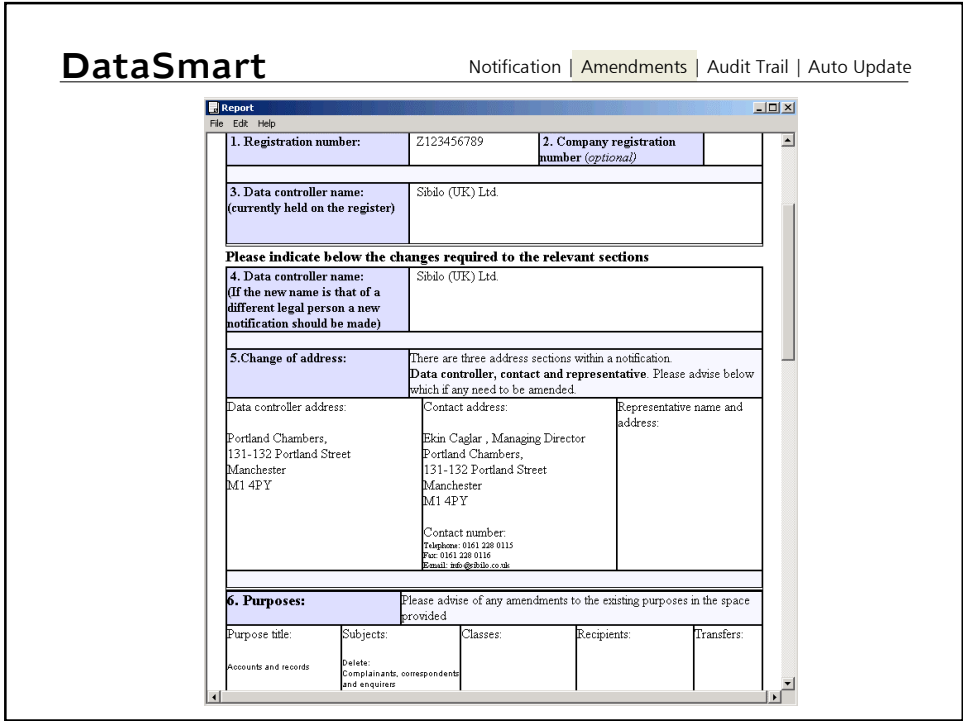
New Add Purpose Amendment
New Update Amendment...
Add Purpose...
Add Subject...

| Amendment | Date Created | Last Modified | Effective Date |
|-----------|--------------|---------------|----------------|
| | 31/03/2003 | 31/03/2003 | 01/03/2003 |

Purposes
+ Research

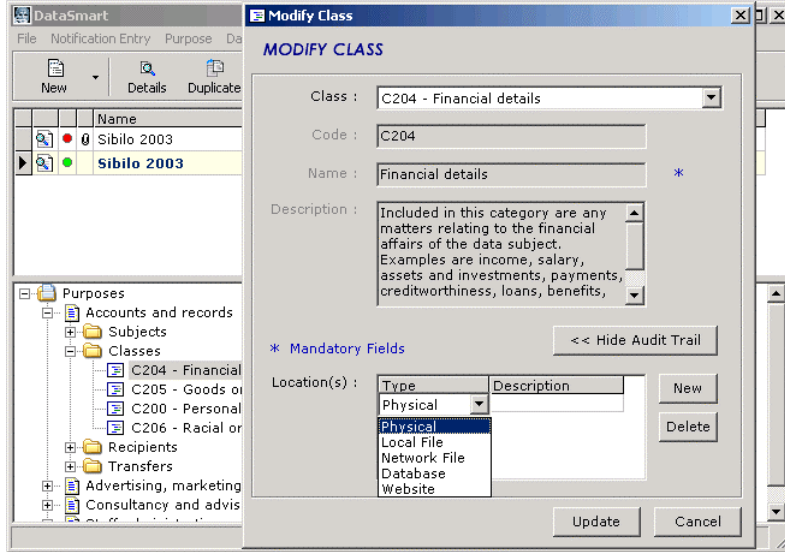
Create a new add purpose amendment





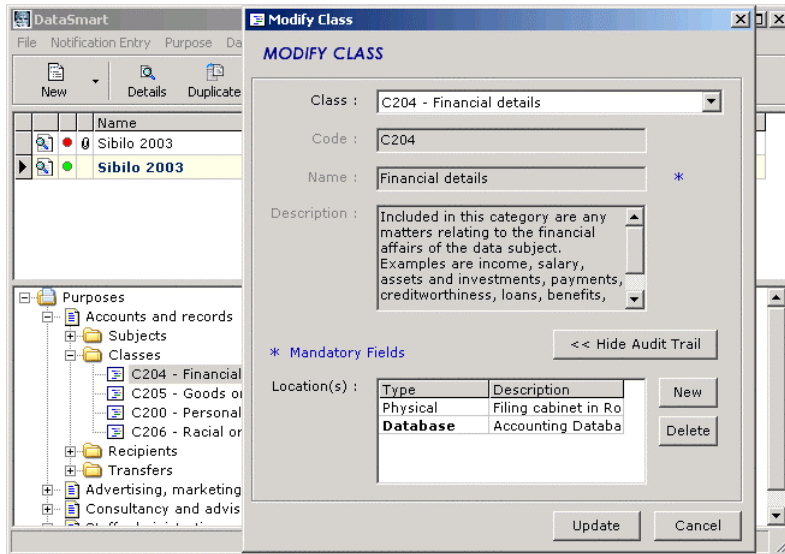
DataSmart

Notification | Amendments | Audit Trail | Auto Update



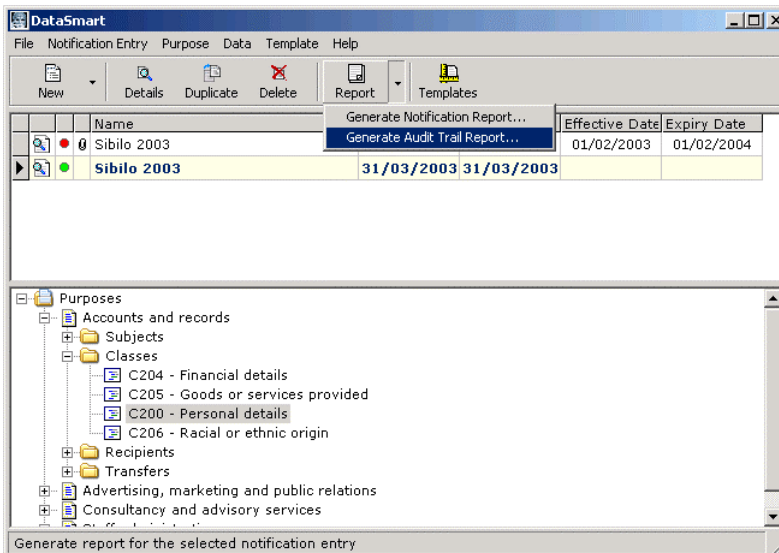
DataSmart

Notification | Amendments | Audit Trail | Auto Update



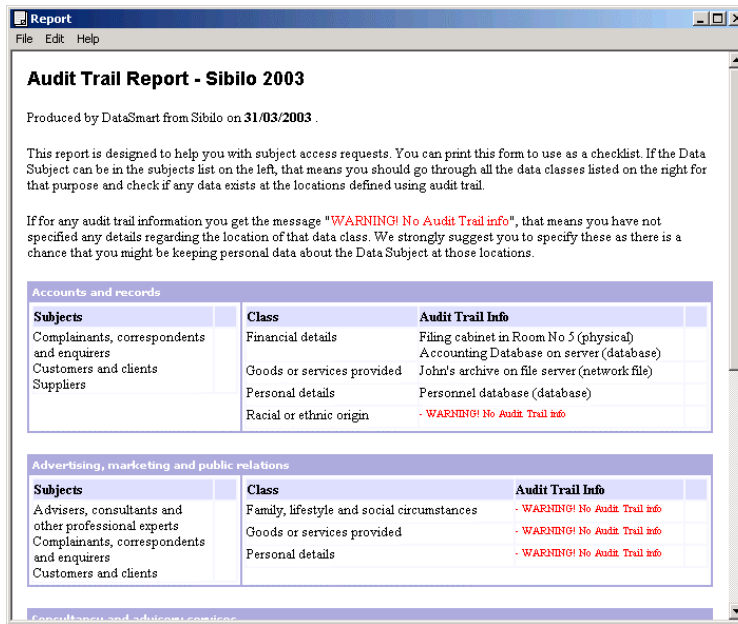
DataSmart

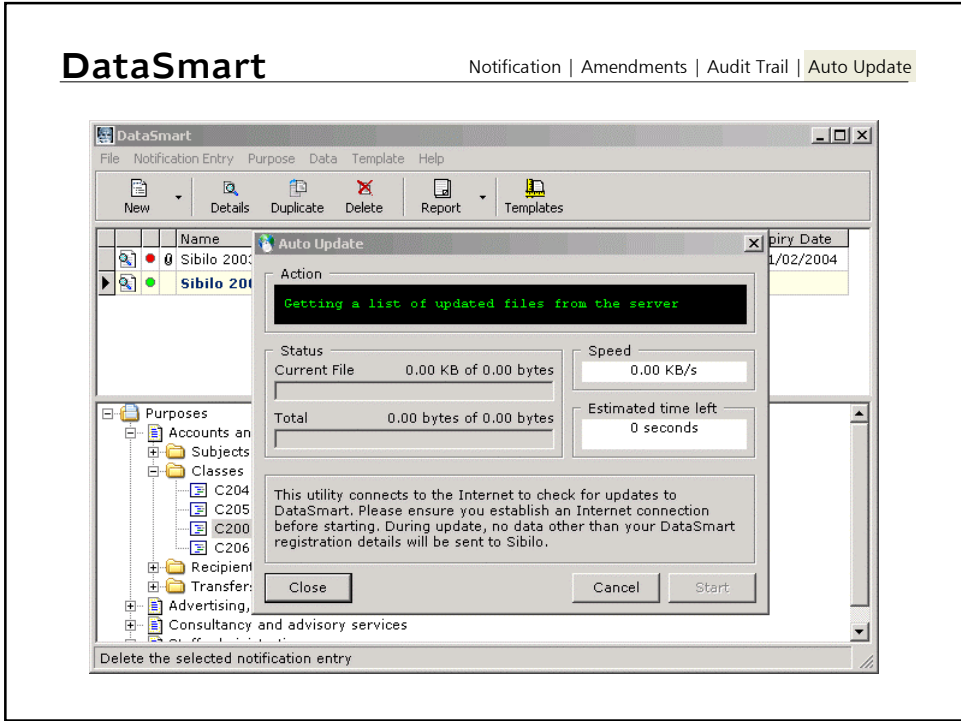
Notification | Amendments | Audit Trail | Auto Update



DataSmart

Notification | Amendments | Audit Trail | Auto Update





Sibilo Data Protection Solutions

Extended Solutions

- DataSmart Demo
- DataSmart Standard
- DataSmart Professional
- DataSmart Enterprise
- DataSmart Custom

- Free
- Single notification
- Limited Functionality

Keywords: FREE, downloadable

April 4, 2003 Ekin Caglar [ekin@sibilo.co.uk] 38

Sibilo Data Protection Solutions

Extended Solutions

- DataSmart Demo
- DataSmart Standard
- DataSmart Professional
- DataSmart Enterprise
- DataSmart Custom

- Entry Level DP solution
- Simple to use
- For org's of all sizes
- Unlimited notifications
- Audit Trail and limited SAR support
- SME Pack

Keywords: Unlimited, MS Windows & Access

April 4, 2003 Ekin Caglar [ekin@sibilo.co.uk] 39

Sibilo Data Protection Solutions

Extended Solutions

- DataSmart Demo
- DataSmart Standard
- DataSmart Professional
- DataSmart Enterprise
- DataSmart Custom

- Multi-department notification
- Step 1 of 3 (Export):

Keywords: Import/export XML, merge, MS Access

April 4, 2003 Ekin Caglar [ekin@sibilo.co.uk] 40

Sibilo Data Protection Solutions

Extended Solutions

- DataSmart Demo
- DataSmart Standard
- DataSmart Professional
- DataSmart Enterprise
- DataSmart Custom

- Multi-department notification
- Step 2 of 3 (Import):

Keywords: Import/export XML, merge, MS Access

April 4, 2003 Ekin Caglar [ekin@sibilo.co.uk] 41

Sibilo Data Protection Solutions

Extended Solutions

- DataSmart Demo
- DataSmart Standard
- DataSmart Professional
- DataSmart Enterprise
- DataSmart Custom

- Multi-department notification
- Step 3 of 3 (Merge):

Keywords: Import/export XML, merge, MS Access

April 4, 2003 Ekin Caglar [ekin@sibilo.co.uk] 42

SibiLO Data Protection Solutions

Extended Solutions

- Central Notification Database

Keywords: Real-time, MS SQL, Oracle, web option

April 4, 2003 Ekin Caglar [ekin@sibilo.co.uk] 43

SibiLO Data Protection Solutions

Extended Solutions

- Bespoke functionality
- Integration with existing systems such as back office applications

Keywords: Bespoke

April 4, 2003 Ekin Caglar [ekin@sibilo.co.uk] 44

SibiLO Data Protection Solutions

Benefits

- Less paperwork
- Time and resource efficient
- Keeps an electronic record of all forms and documents relating to Data Protection and the ICO
- Manages multiple notification entries simultaneously (useful for departments, subsidiaries, etc)
- Integration with information management practices across the organisation
- Provides evidence of compliance to the Act

April 4, 2003 Ekin Caglar [ekin@sibilo.co.uk] 45

SibiLO Data Protection Solutions

Testimonial

- *"Data Protection legislation is complex enough without having to get buried under the administrative burden of the notification process. With DataSmart I can manage 75 notifications without the need for piles of paper or detailed spreadsheets, giving me more time to deal with real data protection issues."*

Lewis Bourne
Principal Information Security Officer
Dudley Metropolitan Borough Council

April 4, 2003 Ekin Caglar [ekin@sibilo.co.uk] 46

SibiLO Data Protection Solutions

Roadmap

- DataSmart
 - Extend functionality
 - Broaden scope and use
- Information Access Management
 - IT Solution
 - Collaboration with UMIST & Councils
- Improving the Notification Process



April 4, 2003 Ekin Caglar [ekin@sibilo.co.uk] 47

SibiLO Data Protection Solutions

Questions



April 4, 2003 Ekin Caglar [ekin@sibilo.co.uk] 48