



The byDesign project has received funding from the European Union's Rights, Equality and Citizenship Programme (REC) 2014-2020



# Online self-assistance compliance tool

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*Facilitating GDPR compliance for SMEs and promoting Data Protection by Design in ICT products and services*

*([www.bydesign-project.eu](http://www.bydesign-project.eu))*





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# Purpose of the online tool

- Provides practical assistance and guidance to SMEs, as regards the implementation of GDPR main requirements
- Particularly tailored for SMEs
- Self-assistance compliance: through a few simple steps, an SME can generate a set of context-aware templates of essential documents



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# Online toolkit

- Questionnaire application (respondents interface)
  - Implemented as an online wizard in the form of a questionnaire
  - **Input:** business sector to which the respondent SME belongs, typical activities of the SME, optionally identity and contact data of the SME.
  - **Output:** sample good practice material for SMEs, i.e., adaptable document templates, notices that can be integrated into websites, educational material, guidelines and simplified texts/FAQs.
- Questionnaire administration application (HDPA administration interface)



# Requirements

- User-friendliness - User experience
  - Intuitive navigation through the questionnaire
  - Intuitive administration on the side of the entity conducting the surveys, i.e., HDPA
  - Questions organised in thematic areas
- Support
  - Various types of questions (Single/multiple selection, single line text, long text) and answers (predefined, provided by the respondent)
  - Skip Logic
- Contextual generation of best practices documents + contextual content
- Administration of the questionnaire and best practices material
- Multilingual questionnaire distribution
- Anonymity of the respondents
- Customisability and configurability



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# Requirements:

## Conditionally rendered documents

1) Select the sector to which your Company belongs:

- a) **Health**
- b) **Education**
- c) **Tourism - Hospitality**
- d) **Commerce (physical / electronic)**
- e) **Other**

**[For ANY answer to question 1]: provide the following good practice guidance documents: B2.1**

2) Do you collect and process personal data about your Company's **customers**?

- a) YES
- b) NO

**[If reply to question 2 is YES]: provide the following good practice guidance documents:**

- i) **[If reply to question 1 is Health]: A2.1, A4.2-15**
- ii) **[If reply to question 1 is Education]: A2.2, A4.2-15**
- iii) **[If reply to question 1 is Tourism - Hospitality]: A2.3, A4.2-15**
- iv) **[If reply to question 1 is Commerce (physical / electronic)]: A2.4, A4.2-15**
- v) **[If reply to question 1 is Other]: A2.5, A4.2-15**



# Requirements: Conditionally rendered questions (skip logic)

2) Do you collect and process personal data about your Company's **customers**?

- a) YES
- b) NO

**[If reply to question 2 is YES]:** provide the following good practice guidance documents:

- i) **[If reply to question 1 is Health]:** A2.1, A4.2-15
- ii) **[If reply to question 1 is Education]:** A2.2, A4.2-15
- iii) **[If reply to question 1 is Tourism - Hospitality]:** A2.3, A4.2-15
- iv) **[If reply to question 1 is Commerce (physical / electronic)]:** A2.4, A4.2-15
- v) **[If reply to question 1 is Other]:** A2.5, A4.2-15

2.1 **[If reply to question 2 is YES]** Do you **directly promote products and services** through electronic means (direct marketing by sending email and/or SMS) to your Company's **customers**?

- a) YES
- b) NO



# Requirements: Support “Other” option

8.1 **[If reply to question 8 is YES]** Choose which **service or services** are provided to your Company by the contractor/processor:

- i) Accounting services
- ii) Support services for IT systems
- iii) Hosting services, cloud provider
- iv) Product and service promotion services
- v) Physical security services
- vi) Other

**[If reply to question 8.1 is Other]:** allow respondent to provide an alternative answer

**[If reply to question 8 is YES]:** provide the following good practice guidance documents:

- i) **[If reply to question 8.1 include Accounting services]:** B4.2
- ii) **[If reply to question 8.1 include Support services for IT systems]:** B4.2
- iii) **[If reply to question 8.1 include Hosting services, cloud provider]:** B4.4
- iv) **[If reply to question 8.1 include Product and service promotion services]:** B4.3
- v) **[If reply to question 8.1 include Physical security services]:** B4.2
- vi) **[If reply to question 8.1 include Other]:** B4.2





# Document Processor: Variables

## INFORMATION TO CUSTOMERS OF COMPANY \${COMPANY\_NAME|.....} ON THE PROCESSING OF PERSONAL DATA

### A. Controller's details

The company bearing the name \${COMPANY\_NAME|.....<sup>23</sup>} (and distinctive title \${TITLE|.....<sup>24</sup>}) established in \${CITY|.....} (street \${STREET\_NAME|.....}, no. \${STREET\_NUMBER|.....}, zip code \${ZIP\_CODE|.....} tel. \${TELEPHONE\_NUMBER|.....} e-mail: \${EMAIL|.....}), (hereinafter referred to as "**Company**") hereby informs you, as the controller, in accordance with Regulation (EU) 2016/679 (hereinafter referred to as "GDPR") and the relevant provisions of Greek legislation on the protection of personal data, as applicable, on the type of personal data collected, the source of their collection, the reason for their collection and processing, any recipients thereof, their time of retention, their transfer outside the EU and your rights in relation to your data as customers of the Company and how you can exercise them.

### B. Type of data and sources

The personal data collected and processed by the Company refer to its patients-clients, adults and minors, and are<sup>25</sup>:





# Document Processor: Conditions

In order for the Company to fulfil the above mentioned functions and its related obligations, it communicates the personal data of its customers to categories of persons or bodies (recipients). The recipients have access only to those of your Personal Data that are strictly necessary for the performance of the tasks or the provision of the services they have undertaken to the Company. These categories are as follows:

8. Processors: the Company shall cooperate with the following processors on its behalf in order to assist it in the performance of its legal or contractual obligations, which are
    - `${if $ACCOUNTING_SERVICES_PROVIDERS!=""}accounting service providers: company.....29,`
    - `${endif}${if $IT_SERVICES_SUPPORT_PROVIDERS!=""}providers of IT support services: company.....,`
    - `${endif}${if $HOSTING_CLOUD_PROVIDERS!=""}providers of hosting services, cloud providers: company.....,`
    - `${endif}${if $PROMOTION_SERVICES_PROVIDERS!=""}providers of product and service promotion services: company.....,`
    - `${endif}${if $PHYSICAL_SECURITY_SERVICES_PROVIDERS!=""}physical security service providers: company.....,`
    - `${endif}${if $OTHER_SERVICES_PROVIDERS!=""}service providers: ${OTHER_SERVICES_PROVIDERS|.....},`
    - `${endif}[insert any other category of providers]`
- subject to the confidentiality of your data.



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# Technologies used

- Front-end applications
  - Angular 12
  - PrimeNG Angular UI component library
  - Bootstrap 5 for responsiveness
- Back-end Java application
  - Spring Boot framework
  - RESTful web services
  - Apache POI Java library for documents parsing
  - MVEL Java library for evaluation of conditions
- Deployment and execution
  - Docker container technology



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# Demo

<https://bydesign.dpa.gr/>



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# Thank you for your participation!