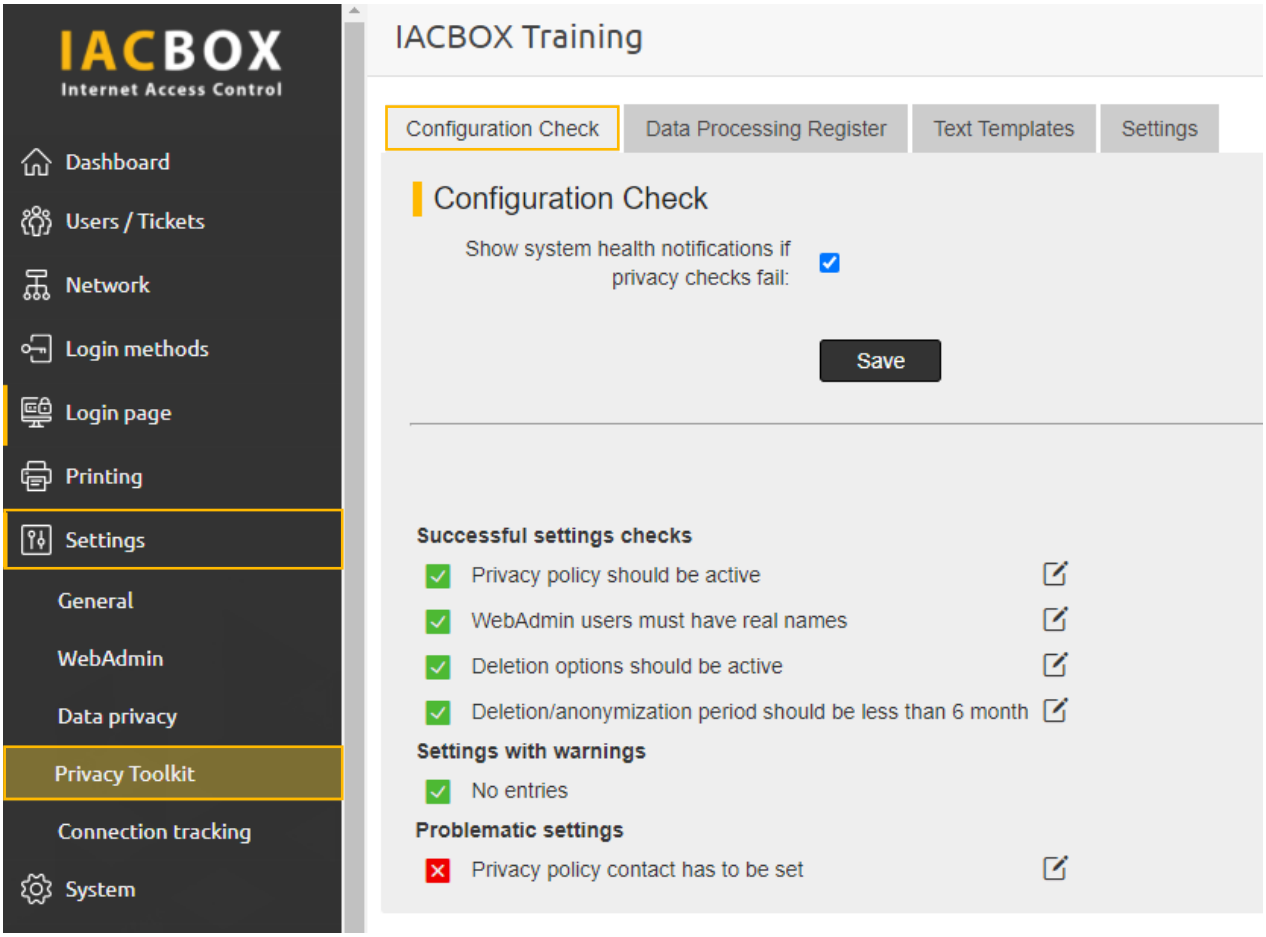
IACBOX
Internet Access Control

Privacy Toolkit

# Configure your settings step-by-step

Login to *WebAdmin* in your IACBOX. Go to Settings and then to the menu *Privacy Toolkit*. You will need at least version 17.2. New legislation on the processing of personal data, on the rights of data subjects and the obligations of controllers has come into force. The *Privcay Toolkit* will ensure that you are compliant with the GDPR regulations.




## Step 1 > Configuration Check

When this option is activated, an error message will be displayed in the System Health section if there is a critical or incorrect setting.

## Step 2 > Configuration Check > Successful settings checks

You can see here whether the main data privacy settings are correctly configured. If necessary, click on the Edit icon (the little pencil symbol to the right of the menu item) to access the menu item and make the necessary changes.

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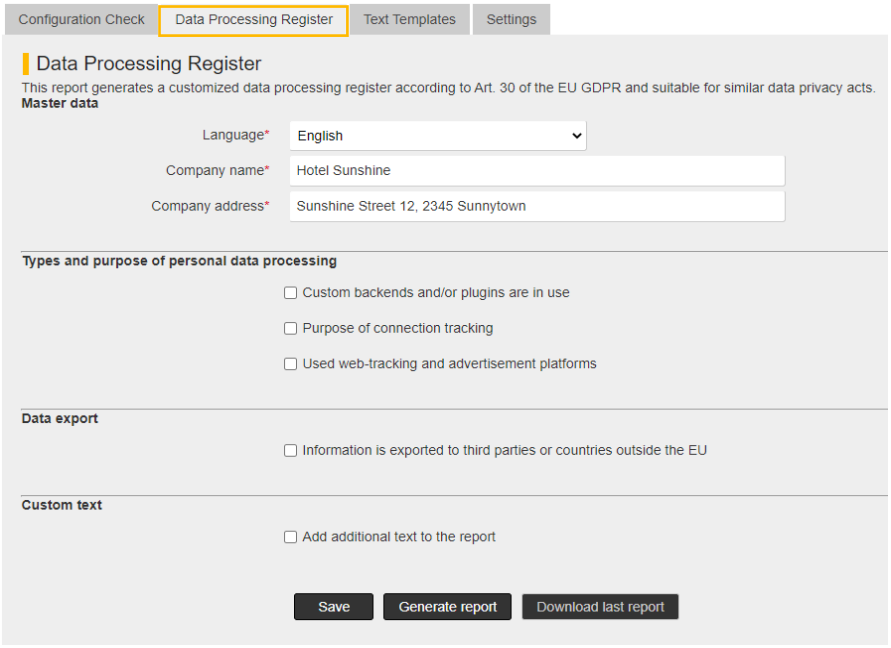


This menu is where you create your Data Processing Register

## Step 3 > Data Processing Register > Master data

This is where you enter the company details that will appear on the report. As defined by the law, the operator of a WiFi hotspot is the controller of data processing operations.

## Step 4 > Data Processing Register > Types and purpose of personal data processing

According to Article 30 GDPR, the controller is required to maintain records of processing activities. It is automatically recorded here which data was processed by the system and for what purpose. If you use special backends (Login API, CRM databases) in addition to the standard registration methods, you can enter them here and describe the type and purpose of data processing. If you have activated Conncetion Tracking you can state the reasons why certain data is collected. Collecting data is not generally prohibited, but it must be collected in accordance with the legal rules (e.g. with user consent) and may not be collected without the knowledge of the data subject. If your registration page incorporates web tracking and advertisement platforms, you should activate the corresponding text box and enter the appropriate information.

## Step 5 > Privacy Reports > Data export

If you export data to third parties or to countries outside the EU, you can activate the corresponding setting here. Data subjects must be informed of and consent to the export of data to third parties.

## Step 6 > Privacy Reports > Custom text

Users must always be informed about what will happen with their data. This option allows you to enter information on processing operations that are not covered by any of the preceding categories.

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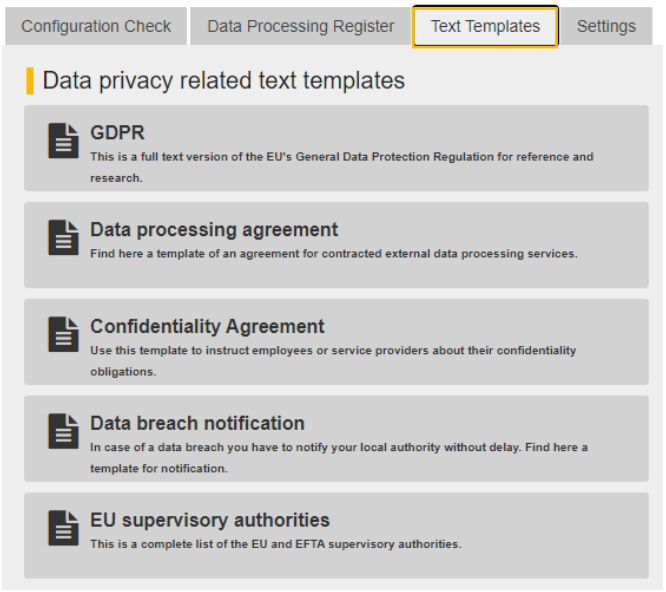


## Step 7 > Text Templates > Data privacy related text templates

Here, you can find the full text version of the GDPR for reference purposes, as well as other useful documents you can download and print out. If you have contracted an external third party to process user data, you as the controller are obligated to ensure that this processing complies with the stipulations of the GDPR. This sample Data processing agreement can be sent to the processor for signing. You are also required to instruct employees and administrators with regard to the confidentiality of data entrusted to you. This Confidentiality agreement can be used to instruct employees of their confidentiality obligations who do not see the instruction text in described in *step 8*. If the event of loss of sensitive data or other serious data breaches, you are required to notify the relevant data protection authority. You can use this sample form to do so. You can also find the competent national supervisory authority for your country in the list provided here.

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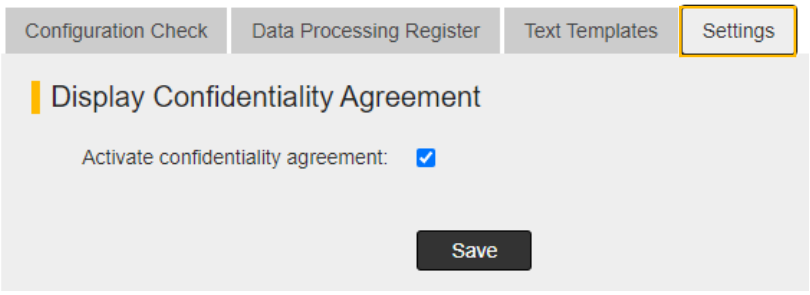


## Step 8 > Settings > Display Confidentiality Agreement

When an administrator logs on to the *WebAdmin* interface for the first time, he will need to agree to the Confidentiality agreement in order to proceed. This option is activated by default. You can deactivate it if you have already concluded agreements with your employees elswhere. Please use the agreement described in *step 7* for all other employees who have access to data but are not administrators.

## Note > System Health

An error message will appear in the System Health section if any setting is critical or incorrect. The word PRIVACY will appear highlighted in colour if the problem relates to data privacy. Click on the underlined text to directly access the relevant menu.