



EduReg2 Reporting
Enhancement
supporting GDPR

Person Data Output
(PDO)

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Data Protection Act & General Data Protection Regulation

Data Protection Act and General Data Protection Regulation



The Data Protection Act (DPA) ([Principle 6](#)) gives rights to individuals in respect of the personal data that organisations hold about them.



Part of this right is for an individual to see a record of the information an organisation holds about them, this is commonly referred to as a Subject Access Request (SAR).



The General Data Protection Regulation takes some elements of the DPA further, please see the [ICO website](#) for details.

Understanding a Subject Access Request

A SAR can be for specific data, i.e. Personnel, attendance data, or all the events that occurred during the employment.

A SAR could also be every piece of information that company holds on that subject.

It is not just data held in EduReg2 that you need to worry about, what else is stored in your filing cabinets (original paper application forms), in spreadsheets and other documents stored on a network drive.





How Edureg2 can help

How can EduReg2 help?

When a SAR is made by a person it's clear that EduReg2 cannot and does not legally have to provide a single report to deliver everything.

It's absolutely acceptable under the DPA and GDPR (as confirmed by the ICO) for a SAR to be made up of multiple reports from EduReg2.

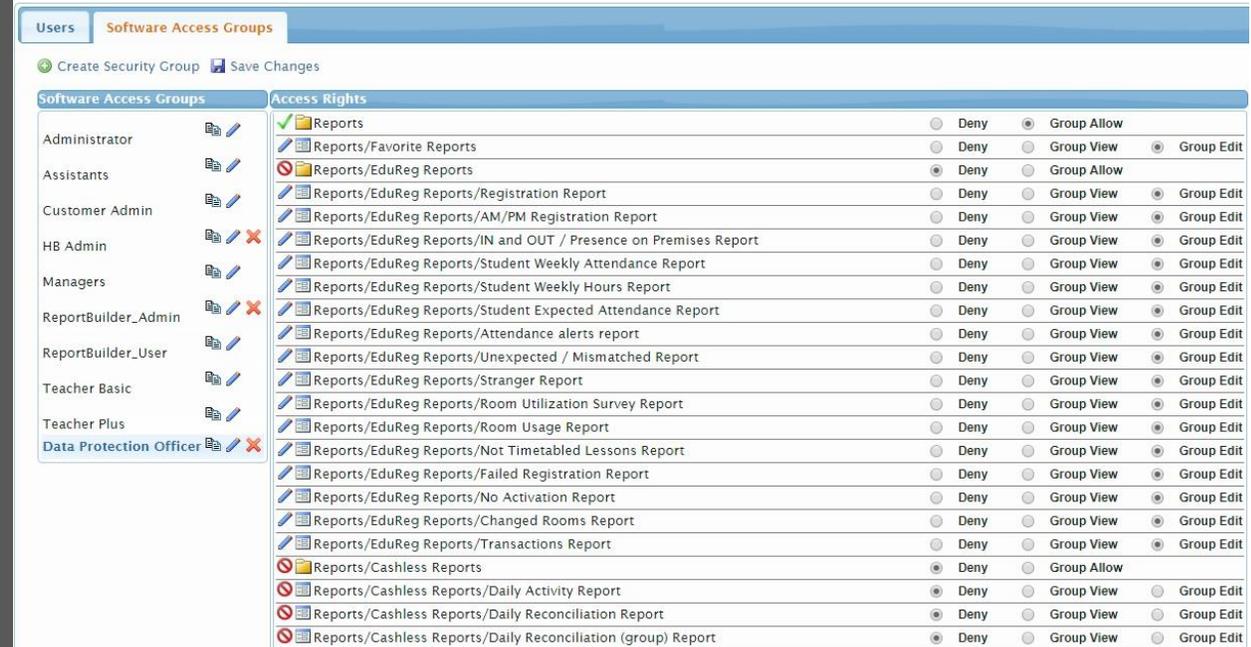
The new Person Data Output has been developed to make the process for a company easier and quicker when fulfilling the requirements for a SAR.



Permission Required for POD

A new permission group called Data Protection Officer (DPO) has been created within EduReg2

Named DPO can have this permission applied within EduReg2



Software Access Groups	Access Rights
Administrator	Reports <input type="radio"/> Deny <input checked="" type="radio"/> Group Allow <input type="radio"/> Group View <input type="radio"/> Group Edit
Assistants	Reports/Favorite Reports <input type="radio"/> Deny <input type="radio"/> Group View <input checked="" type="radio"/> Group Edit
Customer Admin	Reports/EduReg Reports <input checked="" type="radio"/> Deny <input type="radio"/> Group Allow <input type="radio"/> Group View <input type="radio"/> Group Edit
HB Admin	Reports/EduReg Reports/Registration Report <input type="radio"/> Deny <input type="radio"/> Group View <input checked="" type="radio"/> Group Edit
Managers	Reports/EduReg Reports/AM/PM Registration Report <input type="radio"/> Deny <input type="radio"/> Group View <input checked="" type="radio"/> Group Edit
ReportBuilder_Admin	Reports/EduReg Reports/IN and OUT / Presence on Premises Report <input type="radio"/> Deny <input type="radio"/> Group View <input checked="" type="radio"/> Group Edit
ReportBuilder_User	Reports/EduReg Reports/Student Weekly Attendance Report <input type="radio"/> Deny <input type="radio"/> Group View <input checked="" type="radio"/> Group Edit
Teacher Basic	Reports/EduReg Reports/Student Weekly Hours Report <input type="radio"/> Deny <input type="radio"/> Group View <input checked="" type="radio"/> Group Edit
Teacher Plus	Reports/EduReg Reports/Student Expected Attendance Report <input type="radio"/> Deny <input type="radio"/> Group View <input checked="" type="radio"/> Group Edit
Data Protection Officer	Reports/EduReg Reports/Attendance alerts report <input type="radio"/> Deny <input type="radio"/> Group View <input checked="" type="radio"/> Group Edit
	Reports/EduReg Reports/Unexpected / Mismatched Report <input type="radio"/> Deny <input type="radio"/> Group View <input checked="" type="radio"/> Group Edit
	Reports/EduReg Reports/Stranger Report <input type="radio"/> Deny <input type="radio"/> Group View <input checked="" type="radio"/> Group Edit
	Reports/EduReg Reports/Room Utilization Survey Report <input type="radio"/> Deny <input type="radio"/> Group View <input checked="" type="radio"/> Group Edit
	Reports/EduReg Reports/Room Usage Report <input type="radio"/> Deny <input type="radio"/> Group View <input checked="" type="radio"/> Group Edit
	Reports/EduReg Reports/Not Timetabled Lessons Report <input type="radio"/> Deny <input type="radio"/> Group View <input checked="" type="radio"/> Group Edit
	Reports/EduReg Reports/Failed Registration Report <input type="radio"/> Deny <input type="radio"/> Group View <input checked="" type="radio"/> Group Edit
	Reports/EduReg Reports/No Activation Report <input type="radio"/> Deny <input type="radio"/> Group View <input checked="" type="radio"/> Group Edit
	Reports/EduReg Reports/Changed Rooms Report <input type="radio"/> Deny <input type="radio"/> Group View <input checked="" type="radio"/> Group Edit
	Reports/EduReg Reports/Transactions Report <input type="radio"/> Deny <input type="radio"/> Group View <input checked="" type="radio"/> Group Edit
	Reports/Cashless Reports <input checked="" type="radio"/> Deny <input type="radio"/> Group Allow <input type="radio"/> Group View <input type="radio"/> Group Edit
	Reports/Cashless Reports/Daily Activity Report <input checked="" type="radio"/> Deny <input type="radio"/> Group View <input type="radio"/> Group Edit
	Reports/Cashless Reports/Daily Reconciliation Report <input checked="" type="radio"/> Deny <input type="radio"/> Group View <input type="radio"/> Group Edit
	Reports/Cashless Reports/Daily Reconciliation (group) Report <input checked="" type="radio"/> Deny <input type="radio"/> Group View <input type="radio"/> Group Edit

Population Information

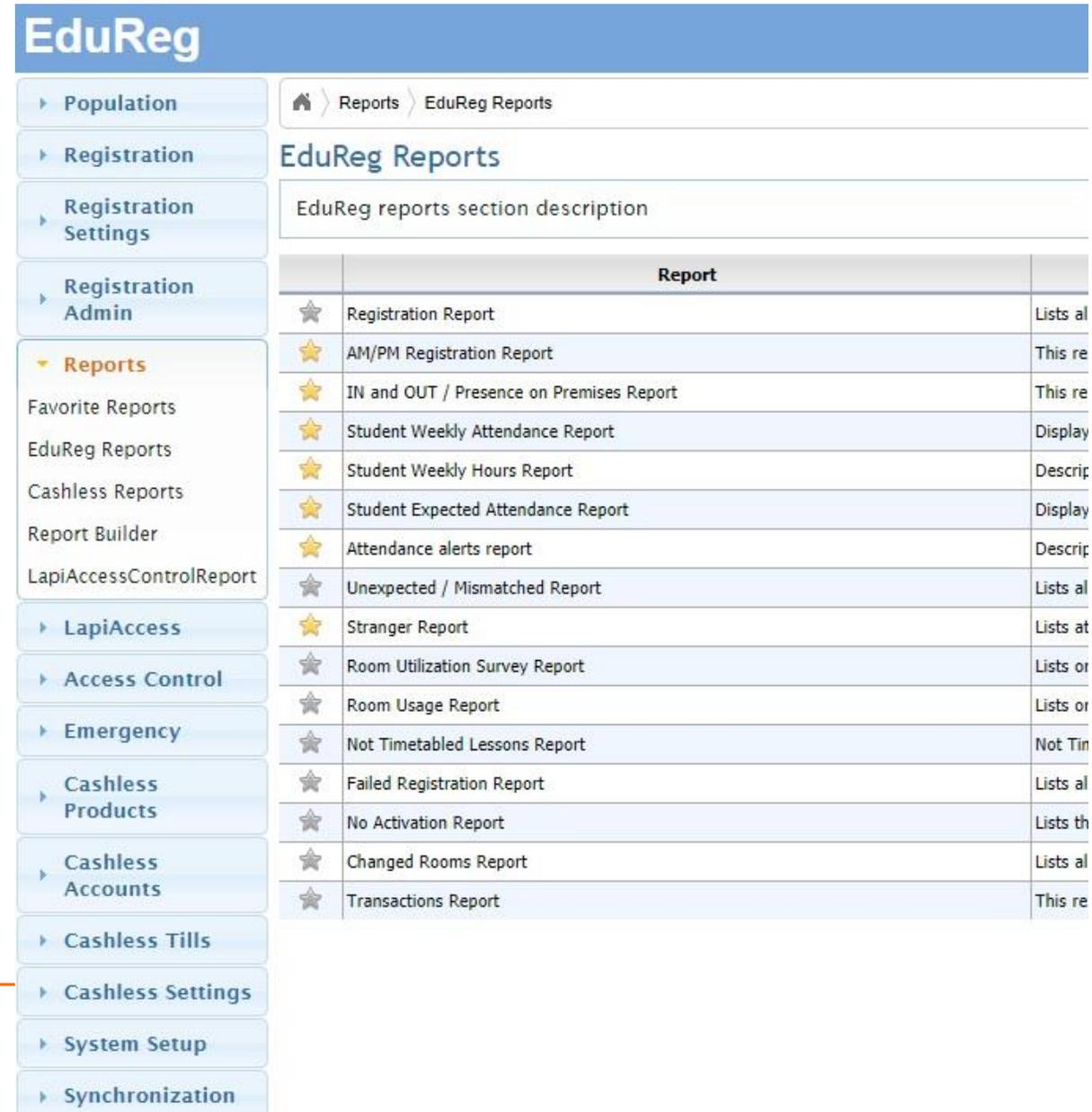
EduReg2 stores all population information like Person ID, MISUserID, person details, contacts, cards and pins assigned to each individual.

Depending on the information required, DPO can execute and print reports available in the system.

Depending on the selection made, system will allow additional search criteria.

EduReg2 also allows to include Leavers and Inactive Persons when generating reports

All personnel reports can be exported either in PDF or in Microsoft Excel.



The screenshot shows the EduReg interface with a sidebar menu on the left and a main content area on the right. The sidebar menu includes: Population, Registration, Registration Settings, Registration Admin, Reports (highlighted), Favorite Reports, EduReg Reports, Cashless Reports, Report Builder, LapiAccessControlReport, LapiAccess, Access Control, Emergency, Cashless Products, Cashless Accounts, Cashless Tills, Cashless Settings, System Setup, and Synchronization. The main content area shows the 'EduReg Reports' page with a breadcrumb trail: Home > Reports > EduReg Reports. Below the breadcrumb is the title 'EduReg Reports' and a description: 'EduReg reports section description'. A table lists various reports with columns for Report Name and Report Type.

	Report	
★	Registration Report	Lists al
★	AM/PM Registration Report	This re
★	IN and OUT / Presence on Premises Report	This re
★	Student Weekly Attendance Report	Display
★	Student Weekly Hours Report	Descrip
★	Student Expected Attendance Report	Display
★	Attendance alerts report	Descrip
★	Unexpected / Mismatched Report	Lists al
★	Stranger Report	Lists at
★	Room Utilization Survey Report	Lists or
★	Room Usage Report	Lists or
★	Not Timetabled Lessons Report	Not Tin
★	Failed Registration Report	Lists al
★	No Activation Report	Lists th
★	Changed Rooms Report	Lists al
★	Transactions Report	This re

Running the PDO

DPO logs into EduReg 2 using their credentials provided.

DPO will have number of reports made available to produce PDO information

The screenshot displays the EduReg 2 interface with two overlapping report builder windows. The top window is for the 'Report Person Details Report' and the bottom window is for the 'Report Access Data Report'. Both windows show a left-hand navigation menu, a breadcrumb trail, a title, a 'SQL Query' link, a 'Parameters' section with input fields, and 'Execute Report' and 'Export to Excel' buttons. Below these elements is a data table.

Report Person Details Report

Parameters:

- EmployeesView.EmpId > 0
- EmployeesView.EmpId < 9999999999

EmpId	EmpInt	FirstName	LastName	Status	ID_Type
9999	9999	Cash Diner	Cash Diner	D	N
0000010000	10000	Jerry	Brown	A	N
0000010001	10001	Lisa	Hudson-Brown	A	N
0000010002	10002	Henry	Gallo	A	N
0000010003	10003	Peter	Bant	A	N

Report Access Data Report

Parameters:

- AccessControlDataView.EmpId 0000010000
- AccessControlDataView.EmpId 999999999999

EmpId	Firstname	Lastname	MSUserID	TermInstP	name	CardNumber	hours
0000010002	Henry	Gallo	24141	192.168.001.152	SY400 1 x PrivEX	0000010002	17
0000010002	Henry	Gallo	24141	192.168.001.152	SY400 1 x PrivEX	0000010002	17
0000010002	Henry	Gallo	24141	192.168.001.152	SY400 1 x PrivEX	0000010002	17
0000010002	Henry	Gallo	24141	192.168.001.152	SY400 1 x PrivEX	0000010002	9
0000010002	Henry	Gallo	24141	192.168.001.152	SY400 1 x PrivEX	0000010002	9
0000010002	Henry	Gallo	24141	192.168.001.152	SY400 1 x PrivEX	0000010002	9
0000010010	David	Broom	24152	192.168.001.109	SY400 Door Monitoring	2184185778	9
0000010010	David	Broom	24152	192.168.001.152	SY400 1 x PrivEX	0000010010	10
0000010010	David	Broom	24152	192.168.001.152	SY400 1 x PrivEX	0000010010	10
0000010010	David	Broom	24152	192.168.001.152	SY400 1 x PrivEX	0000010010	13
0000010010	David	Broom	24152	192.168.001.152	SY400 1 x PrivEX	0000010010	13

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Transactions Report

- Printed on 02/01/2018 at 11:20

Page 1/11

Date	Time	Day	Employee	Employee No	Card Number	Department	Terminal	Reader	Security Group	Transaction	Event
04/12/2017	11:25:56	Monday	Harris Martin	0000010009	1836314531	Students	SY400 Door Monitoring	Reader IN / Break Glass sen1	All 24/7	IN	Pass - IN
04/12/2017	11:26:02	Monday	Brown Jerry	0000010000	2184299650	All	SY400 Door Monitoring	Reader IN / Break Glass sen1	All 24/7	IN	Pass - IN
04/12/2017	11:26:05	Monday	Broom David	0000010010	1835007219	Students	SY400 Door Monitoring	Reader IN / Break Glass sen1	All 24/7	IN	Pass - IN
04/12/2017	11:26:08	Monday	Hudson-Brown Lisa	0000010001	2184229298	Teachers	SY400 Door Monitoring	Reader IN / Break Glass sen1	All 24/7	IN	Pass - IN
04/12/2017	11:26:11	Monday	Gallo Henry	0000010002	2184185778	All	SY400 Door Monitoring	Reader IN / Break Glass sen1	All 24/7	IN	Pass - IN
04/12/2017	11:26:42	Monday	Brown Jerry	0000010000	0000010000	All	SY400 1 x PrintX	SY400 1 x PrintX	All 24/7	IN	Pass - IN
04/12/2017	11:26:42	Monday	Brown Jerry	0000010000	0000010000	All	SY400 1 x PrintX	SY400 1 x PrintX	All 24/7	IN	Pass - IN
04/12/2017	11:26:42	Monday	Brown Jerry	0000010000	0000010000	All	SY400 1 x PrintX	SY400 1 x PrintX	All 24/7	IN	Pass - IN
04/12/2017	11:27:12	Monday	Gallo Henry	0000010002	0000010002	All	SY400 1 x PrintX	SY400 1 x PrintX	All 24/7	IN	Pass - IN
04/12/2017	11:27:12	Monday	Gallo Henry	0000010002	0000010002	All	SY400 1 x PrintX	SY400 1 x PrintX	All 24/7	IN	Pass - IN
04/12/2017	11:27:12	Monday	Gallo Henry	0000010002	0000010002	All	SY400 1 x PrintX	SY400 1 x PrintX	All 24/7	IN	Pass - IN
04/12/2017	11:27:31	Monday	Broom David	0000010010	0000010010	Students	SY400 1 x PrintX	SY400 1 x PrintX	All 24/7	IN	Pass - IN
04/12/2017	11:27:31	Monday	Broom David	0000010010	0000010010	Students	SY400 1 x PrintX	SY400 1 x PrintX	All 24/7	IN	Pass - IN
04/12/2017	11:27:31	Monday	Broom David	0000010010	0000010010	Students	SY400 1 x PrintX	SY400 1 x PrintX	All 24/7	IN	Pass - IN
04/12/2017	11:29:34	Monday	Broom David	0000010010	0000010010	Students	SY400 1 x PrintX	SY400 1 x PrintX	All 24/7	IN	Pass - IN
04/12/2017	11:29:34	Monday	Broom David	0000010010	0000010010	Students	SY400 1 x PrintX	SY400 1 x PrintX	All 24/7	IN	Pass - IN

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ID	MIS User ID	Last Name	First Name	Status	Group
0000010037	24415	Abberfitch	Summer	A	Students
0000010037	24415	Abberfitch	Summer	A	All
0000010007	24147	Adlerley	Lesley	A	Students
0000010007	24147	Adlerley	Lesley	A	All
0000010056	1000	Admin	Synel	A	Teachers
0000010056	1000	Admin	Synel	A	All
0000010046	753	Allen	Edward	A	All
0000010046	753	Allen	Edward	A	Teachers
0000010036	24414	Ashworth	Laura	A	Students
0000010036	24414	Ashworth	Laura	A	All
0000010033	24411	Banes	Frederick	A	All
0000010033	24411	Banes	Frederick	A	Students
0000010003	24142	Bant	Peter	A	Students
0000010003	24142	Bant	Peter	A	All
0000010042	24420	Barnet	Rachel	A	Students
0000010042	24420	Barnet	Rachel	A	All
0000010055	976	Bates	Fred	A	All
0000010055	976	Bates	Fred	A	Teachers
0000010022	24400	Bevin	James	A	All
0000010022	24400	Bevin	James	A	Students
0000010043	24421	Blant	Leah	A	Students
0000010043	24421	Blant	Leah	A	All
0000010004	24144	Branch	Graham	A	All
0000010004	24144	Branch	Graham	A	Students
0000010025	24403	Brine	David	A	Students

Running the PDO

DPO logs into EduReg 2 using their credentials provided.

DPO will have number of reports made available to produce PDO information



The screenshot displays a web application interface for a 'Transactions Report'. At the top, there is a search bar with '1 of 1' and a 'Find | Next' button. Below this, a summary line reads: 'Date Range: 02/12/2017 - 02/01/2018, Report Type: Presence On Premises, Reg. Mark: All, Location: All, Scan Key: All, Timetable Value: All, Employee Group: All, MIS User ID: 00101, Time: 08:00 - 17:30, Sorting By: Last Name, Status: All, Timetable Details: No Filter'. The main title is 'Transactions Report'. Below the title is a table with the following columns: Last Name, First Name, MISID, Location, Swipe Date, and Swipe Key. The table contains 20 rows of data for Jerry Brown, showing various transactions such as 'SY400 Door Monitoring', 'SY400 1 x PrintX', and 'Office Door BioEntry' with corresponding dates and times.

Last Name	First Name	MISID	Location	Swipe Date	Swipe Key
Brown	Jerry	00101	SY400 Door Monitoring	04/12/2017 11:26:02	F
Brown	Jerry	00101	SY400 1 x PrintX	04/12/2017 11:26:42	F
Brown	Jerry	00101	SY400 1 x PrintX	04/12/2017 11:40:42	F
Brown	Jerry	00101	Office Door BioEntry	05/12/2017 08:35:07	F
Brown	Jerry	00101	Office Door BioEntry	05/12/2017 09:39:56	F
Brown	Jerry	00101	SY400 1 x PrintX	05/12/2017 12:20:43	F
Brown	Jerry	00101	Office Door BioEntry	05/12/2017 16:36:31	F
Brown	Jerry	00101	Office Door BioEntry	06/12/2017 08:10:12	F
Brown	Jerry	00101	SY400 1 x PrintX	06/12/2017 10:44:34	F
Brown	Jerry	00101	SY400 1 x PrintX	06/12/2017 11:04:45	F
Brown	Jerry	00101	Office Door BioEntry	07/12/2017 08:25:13	F
Brown	Jerry	00101	Office Door BioEntry	08/12/2017 08:06:42	F
Brown	Jerry	00101	Office Door BioEntry	09/12/2017 07:34:49	F
Brown	Jerry	00101	Office Door BioEntry	09/12/2017 08:33:11	F
Brown	Jerry	00101	Office Door BioEntry	14/12/2017 18:40:18	F
Brown	Jerry	00101	Office Door BioEntry	14/12/2017 22:44:09	F
Brown	Jerry	00101	Biolite NET V2	15/12/2017 16:02:31	F
Brown	Jerry	00101	Biolite NET V2	15/12/2017 16:02:53	F
Brown	Jerry	00101	SY400 Door Monitoring	15/12/2017 18:41:18	F
Brown	Jerry	00101	Office Door BioEntry	16/12/2017 12:45:25	F
Brown	Jerry	00101	Office Door BioEntry	18/12/2017 08:05:17	F
Brown	Jerry	00101	Office Door BioEntry	18/12/2017 21:04:50	F
Brown	Jerry	00101	Office Door BioEntry	20/12/2017 09:22:43	F
Brown	Jerry	00101	Office Door BioEntry	21/12/2017 22:22:12	F

Access Control

EduReg2 stores access control transactions for each individual person.

DPO has permission to execute and print detailed and/or summary transaction report for either 1 or all persons.

Depending on the selection made, system will allow additional search criteria such as date range, format and sorting.

All access control reports can be exported either in PDF or in Microsoft Excel.

The image displays three overlapping screenshots of the EduReg 2 software interface, illustrating the process of generating access control reports. Each screenshot shows a sidebar menu on the left and a main content area on the right.

Top Screenshot: Report Access Data Report
The main content area shows the 'Report Access Data Report' page. It includes a 'Parameters' section with two input fields for 'AccessControlDataView.EmpId' (0000010000) and 'AccessControlDataView.EmpId' (999999999999). Below the parameters are 'Execute Report' and 'Export to Excel' buttons. A table displays the following data:

EmpId	Firstname	Lastname	MISuserID	TerminalIP	name	CardNumber	hours
0000010002	Henry	Gallo	24141	192.168.001.152	SY400 1 x PrintK	0000010002	17
0000010002	Henry	Gallo	24141	192.168.001.152	SY400 1 x PrintK	0000010002	17
0000010002	Henry	Gallo	24141	192.168.001.152	SY400 1 x PrintK	0000010002	17

Middle Screenshot: Report Guard Screen Records
The main content area shows the 'Report Guard Screen Records' page. It includes a 'Parameters' section with two input fields for 'GuardScreenRecords.EmployeeName' (C) and 'GuardScreenRecords.EmployeeName' (Z). Below the parameters are 'Execute Report' and 'Export to Excel' buttons. A table displays the following data:

States	CardNum
0	0000010002
0	0000010002
0	0000010002
0	0000010002
0	0000010002
0	0000010002
0	2184185778

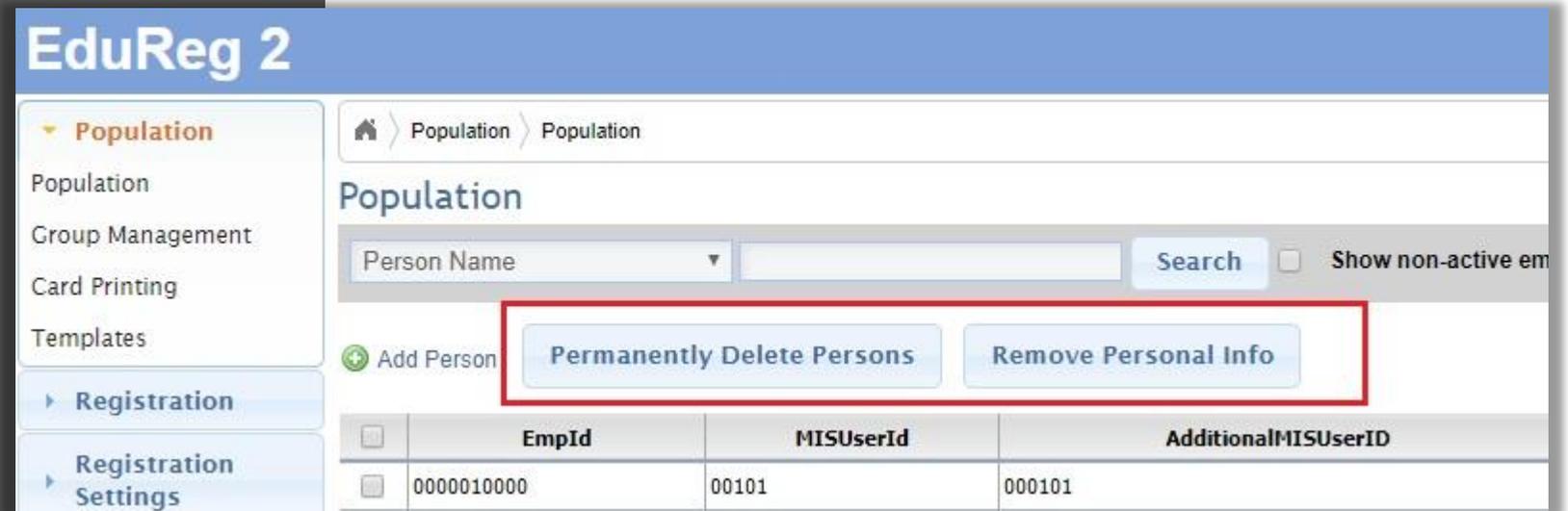
Bottom Screenshot: Report Templates Report
The main content area shows the 'Report Templates Report' page. It includes a 'Parameters' section with two input fields for 'TemplateGridView.EmpId' (0) and 'TemplateGridView.EmpId' (999999999999). Below the parameters are 'Execute Report' and 'Export to Excel' buttons. A table displays the following data:

EmpId	Firstname	Lastname	TemplateId	Description	Status	ID
0000010000	Jerry	Brown	0000010000	Newly added template	1	1
0000010002	Henry	Gallo	0000010002	Newly added template	1	2
0000010001	Lisa	Hudson-Brown	0000010001	Newly added template	1	3
0000010010	David	Brown	0000010010	Newly added template	1	4

Deleting information held

EduReg2 Can delete all information relating to an individual..

DPO has permission delete all information in relation to an individual or number of individuals.



EduReg 2

Population > Population

Population

Person Name Search Show non-active em

	EmpId	MISUserId	AdditionalMISUserId
<input type="checkbox"/>	0000010000	00101	000101

Visitors

EduReg2 Can delete all information relating to an individual..

DPO has permission delete all information in relation to visitors details held on the system.

The screenshot shows the EduReg 2 web application interface. A confirmation dialog box is open, asking: "Are you sure you want to permanently delete selected persons? All related data will also be deleted. This action cannot be reverted." The dialog has "OK" and "Cancel" buttons. In the background, the "Visitors" page is visible, showing a table with two rows of visitor data. The table has columns for "Sync Id", "Name", and "Company". The first row has Sync Id "0000010058", Name "jerry", and Company "Brown". The second row has Sync Id "0000010059", Name "Jerry", and Company "Brown". The table is currently displaying 2 items. The "OK" button in the dialog is highlighted with a red box.

Sync Id	Name	Company
0000010058	jerry	Brown
0000010059	Jerry	Brown

Thank You

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