

Privacy by Design User Guide

## **Oracle FLEXCUBE Investor Servicing**

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Privacy by Design User Guide  
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# 1. About This Manual

## 1.1 Introduction

Welcome to Oracle FLEXCUBE Investor Servicing™, a comprehensive mutual funds automation software from Oracle Financial Servicing Software Ltd. ©.

This Oracle FLEXCUBE Investor Servicing User Manual helps you use the system to achieve optimum automation of all your mutual fund investor servicing processes. It contains privacy by design guidelines for specific tasks, descriptions of various features and processes in the system and general information.

## 1.2 Related Documents

The User Manual is organized in to various parts, each discussing a component of the Oracle FLEXCUBE Investor Servicing system.

## 1.3 Audience

This Fund Manager User Manual is intended for the Fund Administrator users and system operators in the AMC.

## 1.4 Organization

This volume of the Fund Manager User manual is organized under the following chapter sequence:

Chapter	Description
Chapter 1	<i>About This Manual</i> explains the structure, audience, organization, and related documents of this manual.
Chapter 2	<i>Privacy By Design</i> – explains the details about personal identifiable information, consent maintenance, transparent data encryption.

## 1.5 Conventions Used in this Manual

Before you begin using this User Manual, it is important to understand the typographical conventions used in it.

### 1.5.1 General Conventions





Convention	Type of Information
<i>Italics type</i>	Functional /foreign terms Validations for fields on a screen References to related Headings/Users Manuals For emphasis
Numbered Bullet	Step by step procedures

### 1.5.2 Keyboard Conventions

Convention	Type of Information
Keys	All keys of the keyboard are represented in capital letters. For example, <CTRL>.
Shortcut keys	All short cut keys are contained in brackets. For example, <ALT+SHIFT>.

## 1.6 Glossary of Icons

This User Manual may refer to all or some of the following icons.

Icons	Function
	Exit
	Add Row
	Delete Row
	Option List

## 1.7 Abbreviations and Acronyms

The following acronyms and abbreviations are adhered to in this User Manual:

Abbreviation/ Acronym	Meaning
MFA	Multi Factor Authentication
TDE	Transparent Data Encryption
PII	Personal Identifier Information

## 1.8 Getting Help

Online help is available for all tasks. You can get help for any function by clicking the help icon provided or by pressing F1.

---

## 2. Privacy By Design

Privacy by Design is to include functionality and options that allow customers to configure many privacy-related controls, such as logging, log retention and secure personally identifiable information.

In Oracle FLEXCUBE Investor servicing privacy by design is achieved by the following features:

- Multi Factor Authentication
- Pseudonymization Data Masking
- Anonymization Data Masking
- Consent Recording
- Transparent Data Encryption (TDE)
- General Logging & Audit Logging
- Data Minimization / Data Deletion at Contract Term or Termination
- Data Portability
- End-user Access and Other Requests
- Separation of Duties

This chapter contains the following sections:

- [Section 2.1, "Multi Factor Authentication - Access Control"](#)
- [Section 2.2, "Pseudonymization Data Masking"](#)
- [Section 2.3, "Pseudonymization Personal Information Batch"](#)
- [Section 2.4, "Anonymization Data Masking"](#)
- [Section 2.5, "Anonymization Personal Information Batch"](#)
- [Section 2.6, "Transparent Data Encryption"](#)
- [Section 2.7, "Consent Recording"](#)
- [Section 2.8, "Consent Maintenance Summary"](#)
- [Section 2.9, "Data Minimization/ Data Deletion"](#)
- [Section 2.10, "Data Portability"](#)
- [Section 2.11, "Separation of Duties"](#)
- [Section 2.12, "General Logging- Audit Controls"](#)
- [Section 2.13, "Backup and Recovery"](#)

### 2.1 **Multi Factor Authentication - Access Control**

This section contains the following topics:

- [Section 2.1.1, "Introduction"](#)
- [Section 2.1.2, "Implementation of Multi Factor Authentication"](#)
- [Section 2.1.3, "Enabling Multi Factor Authentication for User"](#)
- [Section 2.1.4, "Logging Multi Factor Authentication Screen"](#)

#### 2.1.1 **Introduction**

Multi Factor Authentication (MFA) is a method of confirming user access after multiple level of user access validation.

- Authenticating the application user ID and password
- Additional authentication via third party multi-factor authentication provider

Oracle FLEXCUBE Investor Servicing provides framework to enable Multi Factor Authentication (MFA) using third part MFA provider. MFA can be enabled at user level. If MFA is applicable for a user, user will be allowed to login only after successful additional authentication implemented using MFA.

Oracle FLEXCUBE Investor Servicing is not shipped with any inbuilt third party MFA. IMFAAuthenticatePassword interface needs to be extended to implement MFA validation.

## **2.1.2 Implementation of Multi Factor Authentication**

In Oracle FLEXCUBE Investor Servicing framework support is provided to implement any third party MFA provider.

### **Steps to implement third party MFA authentication**

Following are the steps to implement third party MFA authentication:

- New class "MFAAuthenticatePassword" to be created by extending IMFAAuthenticatePassword interface.
- MFAAuthenticatePassword.class file needs to be placed in
- `\FCJNeoWeb\Javasource\com\ofss\fcc\mfa` before building application EAR.
- MFAAuthenticatePassword.process input parameter "dataMap" is of HashMap data type with Key values "UserId", "MFAId", "MFAPin".
- MFAAuthenticatePassword.process method should return xml with tag "msgStatus" as "SUCCESS" or "FAILURE".

MFA Login will be considered as successful if "msgStatus" tag value is "SUCCESS".

## **2.1.3 Enabling Multi Factor Authentication for User**

You can capture MFA applicability and MFA ID for a user using 'User Maintenance' screen. If MFA applicable is selected as 'Yes', then MFA ID is mandatory.



MFA ID should be unique. You can map one MFA ID to one user in the system. Closed user will also be considered for unique MFA ID validation. MFA ID is an amendable field.

The screenshot displays the 'User Admin' form with the following sections and fields:

- User Details:**
  - User Identification \* (text field)
  - Name \* (text field)
  - External Identifier (text field)
  - LDAP DN (text field)
  - MFA Applicable: No (dropdown)
  - MFA ID (text field)
  - Language \* (text field)
  - Home Branch \* (text field)
  - Home Module \* (text field)
  - Classification: Staff (radio), Auto End Of Day (radio), Customer (radio)
  - Access To Classified Information: Disallowed (dropdown)
  - View PII: Yes (dropdown)
  - Debug Window Enabled (checkbox)
  - Show Dashboard (checkbox)
- Modules:**
  - Investments (checkbox)
  - Corporate (checkbox)
- Status Description:**
  - User Status: Enabled (radio), Hold (radio), Disabled (radio), Locked (radio)
  - Time Level \* (text field)
  - Status Changed On (text field)
  - Last Signed On (text field)
- Invalid Logins:**
  - Cumulative (checkbox)
  - Successive (checkbox)
- User Passwords:**
  - Password (text field)
  - Password Changed On (text field)
  - Email (text field)
  - Start Date \* (text field)
  - End Date (text field)
  - Access Control: Both (dropdown)
- Amount Limits:**
  - Limit Currency \* (text field)
  - Transaction Amount \* (text field)
  - Auth Amount \* (text field)
  - Date Format: MM/DD/YYYY (dropdown)
  - Auto Auth: No (dropdown)
  - Amount Format: Dot Comma (dropdown)
  - Number Format: XXX,XXX,XXX,XXX (radio), XX,XX,XX,XX,XXX (radio)
- Screensaver Details:**
  - Screensaver Interval (in seconds) (text field)

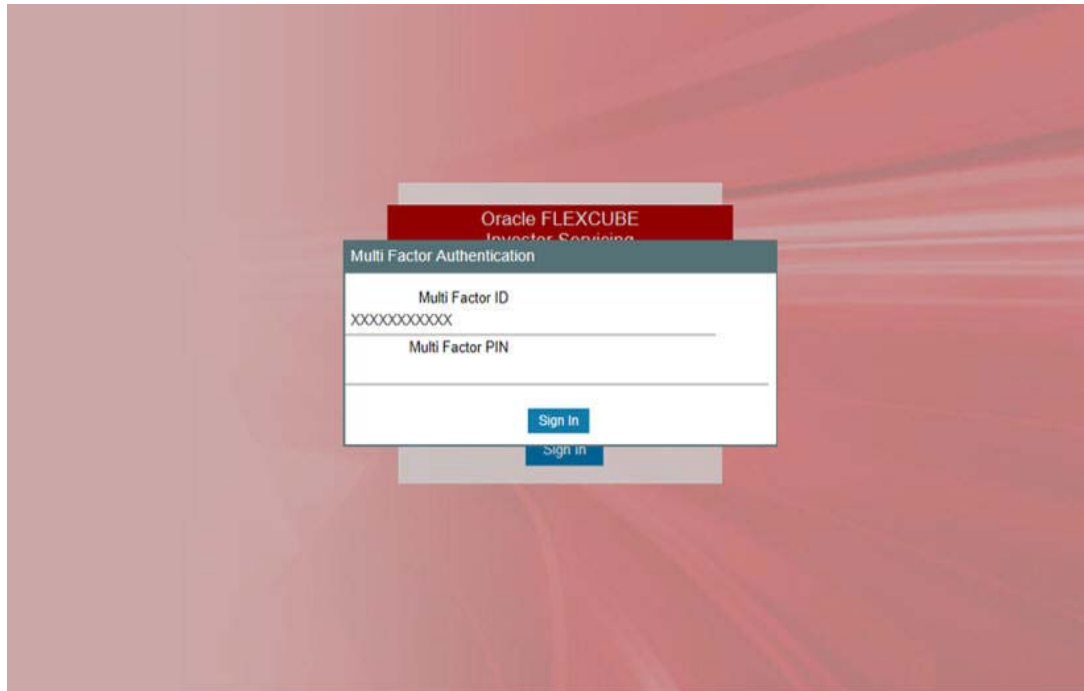
At the bottom, there is a navigation bar with links: Restricted Passwords | Module | Roles | Functions | Branches | Disallowed Functions | Dashboard Mapping. Below this is a table with columns: Input by, Authorized by, DateTime, Mod No, Record Status, Authorization Status. At the bottom right are 'Ok' and 'Cancel' buttons.

## 2.1.4 Logging Multi Factor Authentication Screen

If user is enabled for Multi Factor Authentication (MFA), after successful application user authentication, user will be prompted to input multi factor PIN of user's MFA ID

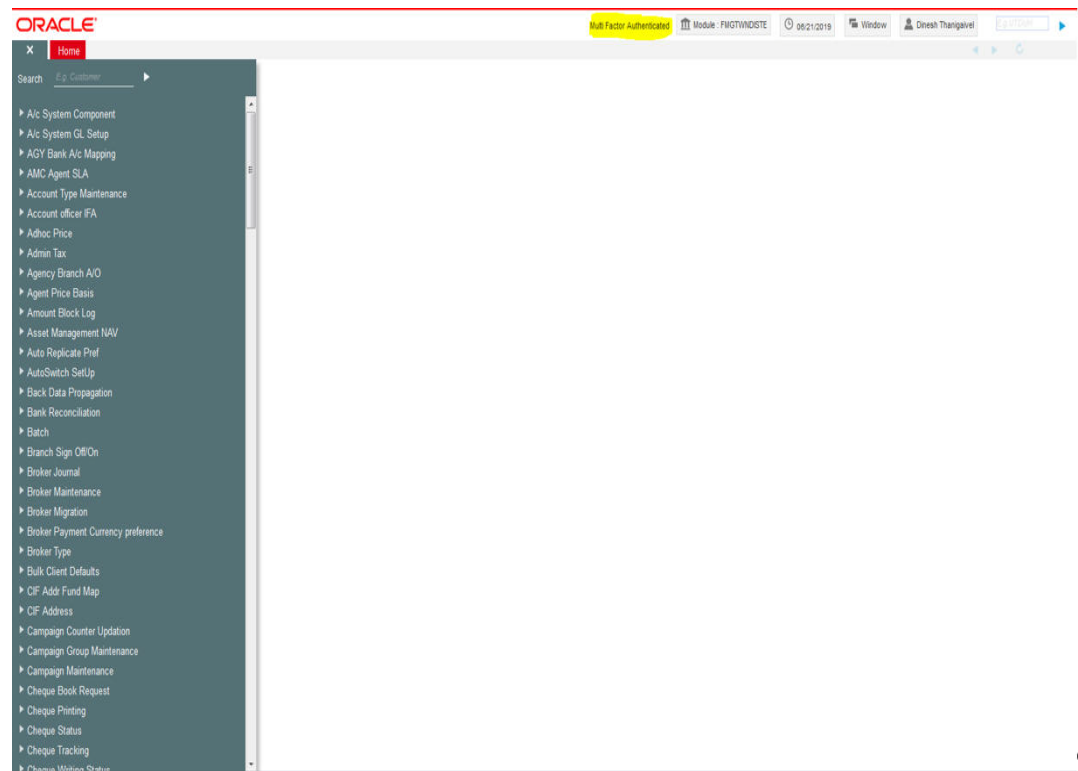
The system will validate MFA PIN for the MFA ID using implemented MFA class. After successful authentication using MFA, system will log in to the application. If user is MFA

authenticated, system will show the MFA authentication status in the home page. You can provide multi factor pin to authenticate.



The screenshot shows a 'Multi Factor Authentication' dialog box from Oracle FLEXCUBE Investor Services. The dialog has a title bar with the Oracle logo and 'Multi Factor Authentication'. It contains two input fields: 'Multi Factor ID' with the placeholder text 'XXXXXXXXXXXX' and 'Multi Factor PIN'. Below these fields are two 'Sign in' buttons. The background is a blurred view of the application's home page.

On successful authentication, the system will log in to the application.



## 2.2 Pseudonymization Data Masking

This section contains the following topics:

- [Section 2.2.1, "Introduction"](#)
- [Section 2.2.2, "Pseudonymization - User Classification"](#)
- [Section 2.2.3, "Pseudonymization Personal Information Maintenance"](#)

### 2.2.1 Introduction

Pseudonymization is a procedure by which personally identifiable information within a data set is replaced by one or more artificial identifiers during view.

- Application users are allowed to view personal identifiable information as masked or clear text based on user classification.
- User with access to all personal information can view/modify all details as applicable in the roles mapped.
- User with no access to personal information will be restricted to access limited functions with only view option.

### 2.2.2 Pseudonymization - User Classification

User maintenance screen is enhanced to allow /dis-allow user to view PII data. If View PII is maintained as "No", you will be restricted to map only PIIVIEWROLE, roles.

You cannot modify factory shipped PIIVIEWROLE, to add other function IDs or other actions. There will not be any validation for amending these roles.

The screenshot displays the 'User Admin' window with a 'Save' button at the top left. The interface is organized into several sections:

- User Details:** Includes fields for User Identification, Name, External Identifier, LDAP DN, MFA Applicable (set to 'No'), MFA ID, Language, Home Branch, Home Module, Classification (radio buttons for Staff, Auto End Of Day, Customer), Access To Classified Information (set to 'Disallowed'), and View PII (set to 'Yes').
- Modules:** Checkboxes for Investments and Corporate.
- Status Description:** Radio buttons for User Status (Enabled, Hold, Disabled, Locked), Time Level, Status Changed On, and Last Signed On.
- Invalid Logins:** Checkboxes for Cumulative and Successive.
- User Passwords:** Fields for Password, Password Changed On, Email, Start Date, End Date, and Access Control (set to 'Both').
- Amount Limits:** Fields for Limit Currency, Transaction Amount, Auth Amount, and Date Format (set to 'MM/DD/YYYY').
- Screensaver Details:** Field for Screensaver Interval (in seconds).
- Auto Auth:** A dropdown menu set to 'No'.
- Amount Format:** A dropdown menu set to 'Dot Comma'.
- Number Format:** Radio buttons for 'XXX,XXX,XXX,XXX' and 'XX,XX,XX,XX,XXX'.

At the bottom, there is a navigation bar with links: Restricted Passwords, Module, Roles, Functions, Branches, Disallowed Functions, and Dashboard Mapping. Below this is a table with columns: Input by, Authorized by, DateTime, Mod No, Record Status, and Authorization Status. The bottom right corner contains 'Ok' and 'Cancel' buttons.

### 2.2.3 Pseudonymization Personal Information Maintenance

Personal Identifiable Information screen will be used to maintain Pseudonymization table column mapping as needed. This maintenance allows enabling table column to be anonymized.

You can invoke 'PII Access Policy Maintenance' screen by typing 'UTDPIIMT' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Select 'Enter Query' from the Actions menu in the Application tool bar to query the required details. Only view and modify operation are supported in the screen.

PII Access Policy Maintenance

Execute Query

Personal Information Type \*

Default Status To

Activity \*

Details

1 of 1

Table Name *	Column Name *	Data Type *	Applicable	Anonymization Where Clause
--------------	---------------	-------------	------------	----------------------------

You can specify the following details:

#### Personal Information Type

*Alphanumeric; 200 Characters; Mandatory*

Specify the personal information type to be restricted. Alternatively, you can select personal information type from the option list. The list displays all valid personal information type maintained in the system.

#### Activity

*Mandatory*

Select the activity status from the drop-down list. The list displays the following values:

- Pseudonymization
- Anonymization

After specifying personal information type and Activity, click 'Execute Query' option. The system displays the following values pertaining to the personal information type details:

- Table Name

- Column Name
- Data Type
- Applicable
- Anonymization Where Clause

You can edit the above values by clicking 'Unlock' option.

### **Personal Information Type**

#### *Display*

The system displays the personal information type details provided before executing the query.

### **Default Status to**

#### *Optional*

Select the status that needs to be defaulted from the drop-down list. The list displays the following values:

- Yes
- No

If you select 'Yes' then the system resets 'Applicable' field to Yes for all the records. Same is the case if you select 'No'.

### **Details**

#### **Table Name**

##### *Display*

The system displays the table name based on the 'Personal Information Type' value selected.

#### **Column Name**

##### *Display*

The system displays the column name based on the 'Personal Information Type' value selected.

#### **Data Type**

##### *Display*

The system displays the data type based on the 'Personal Information Type' value selected.

#### **Applicable**

##### *Mandatory*

The system default the status based on the 'Default Status to' value selected. However, you can amend this value by selecting 'Yes' or 'No' from the drop-down list.

For Pseudonymization, if you select 'Applicable' field as 'Yes', then system will mask data as the format maintained. Else, the system will not mask the data.

For Anonymization, if you select 'Applicable' field as 'Yes', the system will update data with hashed value. Else, the system will not update the data.

#### **Anonymization Where Clause**

##### *Display*

The system displays the Anonymization where clause for the table column.

---

**Note**

Anonymization where clause is applicable only for Anonymization batch.

---

After providing the necessary details, click 'Save' option. If Pseudonymization Applicable field is changed, then the system will mark the same for regeneration of policy.

---

**Note**

You can add or modify the service provider related table masking only in default FMG as maintained. All the Redact related details will be factory shipped. For any new maintenance the predefined data needs to be maintained operationally.

---

The factory shipped data will show only first 3 characters and rest will be masked for the remaining length of the data. The system will mask the data whose length is less than 3.

---

**Note the following:**

- The system defaults Marital status, Sex to predetermined values.
  - Schema user with DBA Role or Grants, PII protection will not be applicable.
  - Data Masking of Tanked data is not applicable.
  - Redact Policy creation on particular table makes all the objected references invalid.
  - Redact Policy needs to be done during non-business hours.
- 

## **2.3 Pseudonymization Personal Information Batch**

This section contains the following topics:

- [Section 2.3.1, "Invoking PII Data Masking Batch Screen"](#)
- [Section 2.3.2, "View Activity Status Button"](#)

### **2.3.1 Invoking PII Data Masking Batch Screen**

You can start the Pseudonymization process using 'PII Data Masking Batch' screen. You can invoke this screen by typing 'UTDPIIBT' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Select 'Pseudonymization' option from 'Activity' field. Click 'Process'..

PII Data Masking Batch

New Enter Query

Activity \* Pseudonymization

Process

View Activity Status

Cancel

You can specify the following details:

### **Activity**

#### *Mandatory*

Select the activity from the drop-down list. The list displays the following values:

- Pseudonymization
- Anonymization

Click 'Process' button to process the batch.

To process Pseudonymization policy creation, select 'Pseudonymization' in 'Activity' field and click 'Process' button. The system submits the job to create/alter redact policy for which changes are done.

To view the status of the Pseudonymization process, specify Keysting details and click 'View Activity Status'. The system displays the following values:

- Tables
- Column Name
- Status
- Error Code
- Error Description

To process Anonymization, select 'Anonymization' in 'Activity' field and click 'Process' button.

## 2.3.2 View Activity Status Button

Once the batch is processed, you can view the activity status. To view the status of the Anonymization process, click 'View Activity Status' button.

PII Data Masking Batch

View Activity Status

Process Reference Number: KY20172126981598

Anonymization Status: -Select-

Current Process Status: Process Completed Success

View Activity Status

Activity Details

1 of 30

Tables	Column Name	Status	Error Code	Error Description
VW_PII_POLICYTXNSETTL	CONTACTNAME	Completed	I-SUCCESS	ORA-0000: normal, success
VW_PII_POLICYTXNSETTL	CONTACTNAME	Completed	I-SUCCESS	ORA-0000: normal, success
VW_PII_POLICYTXNSETTL	TRANSFERBRANCHCODE	Completed	I-SUCCESS	ORA-0000: normal, success
VW_PII_POLICYTXNSETTL	TRANSFERBRANCHCODE	Completed	I-SUCCESS	ORA-0000: normal, success
VW_PII_POLICYTXNSETTL	DRAWEEBANKCODE	Completed	I-SUCCESS	ORA-0000: normal, success

Cancel

### Process Reference Number

*Alphanumeric; 50 Characters; Optional*

The system displays the process reference number to query the status. However you can amend this value by selecting the values from the option list. The list displays all valid key string maintained in the system.

### Anonymization Status

*Optional*

Select the anonymization status from the drop-down list. The list displays the following values:

- Not Started
- Running
- Failed
- Completed

### Current Process Status

*Optional*

Select the current status from the drop-down list. The list displays the following values:

- Not Started
- Running
- Failed
- Completed

After specifying the necessary details, click 'View Activity Status' button. The system displays the following values:

- Tables
- Column Name
- Status



- Error Code
- Error Description

Once all the Anonymization static data is verified you can start the process.

Once the process is running you cannot run another process. If you click 'Process' button while Anonymization job is running, the system will display an error message. For failed Anonymization process, you can restart the same after correcting the necessary data process.

On abort, you should update the status to restart.

If the job is completed with an error, and then you click 'Process' button, the system restarts the masking process for the failed tables.

You can mask the data by giving Seed value in 'SEEDDATA' Param code in 'Parameter Setup Detail' screen. This can be changed before each process of Anonymization i.e. one seed data for one complete process for all fund managers.

All the policy related Pseudonymization and row level security should be disabled or dropped.

## 2.4 **Anonymization Data Masking**

This section contains the following topics:

- [Section 2.4.1, "Introduction"](#)
- [Section 2.4.2, "Anonymization Personal Information Maintenance"](#)

### 2.4.1 **Introduction**

Anonymization process is either encrypting or partially removing personally identifiable information permanently in the database. Anonymization used when moving database from production server to other environment.

### 2.4.2 **Anonymization Personal Information Maintenance**

Personal Identifiable Information screen is used to edit Anonymization table column mapping.

This maintenance allows enabling table column applicable for implementing Anonymization. Application user cannot add any data in the screen.

User can invoke 'PII Access Policy Maintenance' screen by typing UTDPIIMT' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Select 'Enter Query' from the Actions menu in the Application tool bar to query the required details. Only View and Modify operations are supported in the screen. User will not be allowed to add additional details through screen..

For further details on this screen, refer 'Pseudonymization Personal Information Maintenance' section in this user manual.

## 2.5 Anonymization Personal Information Batch

This section contains the following topics:

- [Section 2.5.1, "Invoking Personal Identifiable Information Batch"](#)

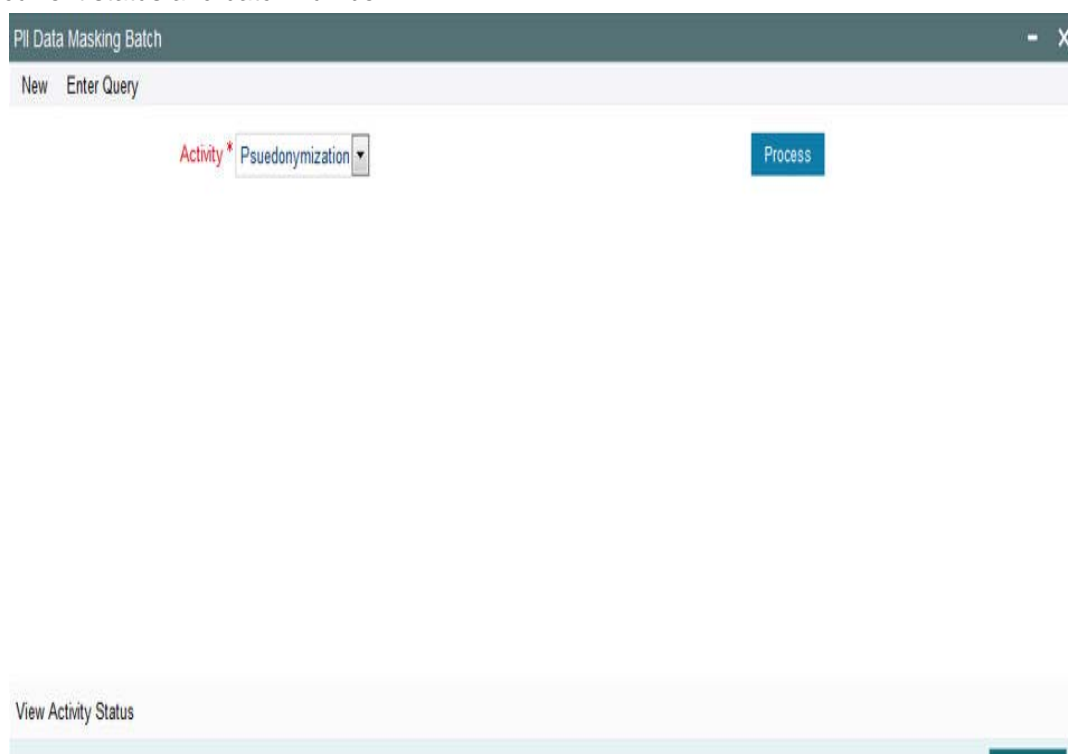
### 2.5.1 Invoking Personal Identifiable Information Batch

Anonymization Personal Information Batch is to permanently anonymize PII data after execution of this batch. For every execution one batch number will be generated. Batch number is used to view the activity status.

User can start the Anonymization process using 'PII Data Masking Batch' screen. You can invoke this screen by typing 'UTDPIIBT' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Select "Anonymization" activity and click on process to initiate anonymization.

You can click View Activity Status button to view the list of activities in each status by selecting current status and batch number..



For further details, refer 'Pseudonymization personal information Batch' section in this user manual.

## 2.6 Transparent Data Encryption

This section contains the following topics:

- [Section 2.6.1, "Introduction"](#)
- [Section 2.6.2, "Enabling TDE for Database"](#)

### 2.6.1 Introduction

Transparent Data Encryption (TDE) enables to encrypt sensitive data, such as Personally Identifiable Information stored in tables and tablespaces.

After the data is encrypted, this data is transparently decrypted for authorized users or applications when they access this data. TDE helps protect data stored on media (also called data at rest) in the event that the storage media or data file is stolen

Oracle Database uses authentication, authorization, and auditing mechanisms to secure data in the database, but not in the operating system data files where data is stored. To protect these data files, Oracle Database provides Transparent Data Encryption (TDE). TDE encrypts sensitive data stored in data files. To prevent unauthorized decryption, TDE stores the encryption keys in a security module external to the database, called a keystore.

### 2.6.2 Enabling TDE for Database

Enabling TDE for a database is explained in FCIS Database Practices\_db12c.pdf

## 2.7 Consent Recording

This section contains the following topics:

- [Section 2.7.1, "Introduction"](#)
- [Section 2.7.2, "Consent Maintenance Screen"](#)

### 2.7.1 Introduction

Customer options for providing consent on data usage and sharing at point and time where the end-user data is collected.

Consent Maintenance screen allows to capture consent/opt-in for service offering. Also for customer to configure list of data captured, stored, shared and for what business purpose. It also allows customer to opt-out of the service provided or accept and opt-out request from the process.

If consent is provided for the same purpose, existing consent details will be overridden. Only new consent details for the same purpose will be stored in the system. History of consent details available only in audit logs.

### 2.7.2 Consent Maintenance Screen

You can capture the consent details using 'Consent Maintenance Detail' screen. You can invoke this screen by typing 'UTDCONMT' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button..

Consent Purpose *	Consent Details	Status	Submitted Date *	Valid From Date *	Valid Till Date *
<input checked="" type="checkbox"/>		Accept			

You can specify the following details:

#### **Consent Entity Type**

*Alphanumeric; 1 Character; Mandatory*

Specify the consent entity type. Alternatively, you can select consent entity type from adjoining option list. The list displays all valid consent entity type maintained in CONSENTENTITY Param code.

## **Description**

### *Display*

The system displays the description for the selected consent entity type.

## **Consent Entity ID**

### *Alphanumeric; 12 Characters; Mandatory*

Specify the consent entity ID. Alternatively, you can select consent entity ID from adjoining option list. The list displays all valid consent entity ID maintained in the system.

If you select 'U - Unit Holder ID' in 'Consent Entity Type' field, then 'Find UH' button will return unit holder details.

## **Consent Details**

Consent purpose cannot be deleted but can be withdrawn.

## **Consent Purpose**

### *Alphanumeric; 100 Characters; Mandatory*

Specify the purpose of consent. Alternatively, you can select consent purpose from adjoining option list. The list displays all valid consent purpose maintained in the CONSENTPURS param code.

## **Consent Details**

### *Alphanumeric; 255 Characters; Optional*

Specify the details of the consent.

## **Status**

### *Optional*

Select the status of consent from the drop-down list. The list displays the following values:

- Accept
- Withdraw

## **Submitted Date**

### *Date Format; Mandatory*

Select the date on when the consent request is received from the adjoining calendar.

## **Valid From Date**

### *Date Format; Mandatory*

Select the validity period from the adjoining calendar.

This field is applicable only if you have selected 'Status' field as 'Active'.

## **Valid Till Date**

### *Date Format; Mandatory*

Select the validity period from the adjoining calendar.

This field is applicable only if you have selected 'Status' field as 'Active'.

## **Withdrawal Date**

### *Date Format; Optional*

Select the date of withdrawal from the adjoining calendar.

This field is applicable only if you have selected 'Status' field as 'Withdraw'. Record modified date will be considered as Withdraw date.

## 2.8 Consent Maintenance Summary

This section contains the following topics:

- [Section 2.8.1, "Invoking Consent Maintenance Summary Screen"](#)

### 2.8.1 Invoking Consent Maintenance Summary Screen

You can retrieve a previously entered record in the Summary Screen, as follows:

Invoke the 'Consent Maintenance Summary' screen by typing 'UTSCONMT' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button and specify any or all of the following details in the corresponding details.

Consent Maintenance Summary

Search Advanced Search Reset Clear All

Search Is Case Sensitive

Authorization Status  Record Status

Consent Entity Id  Consent Entity Type

Consent Purpose

Records per page 15 1 of 1 Go Lock Columns 0

Authorization Status	Record Status	Consent Entity Id	Consent Entity Type	Consent Purpose	Consent Details	Status	Submitted
----------------------	---------------	-------------------	---------------------	-----------------	-----------------	--------	-----------

Exit

- The status of the record in the Authorization Status field. If you choose the 'Blank Space' option, then all the records are retrieved.
- The status of the record in the Record Status field. If you choose the 'Blank Space' option, then all records are retrieved
- Consent Entity ID
- Consent Purpose
- Consent Entity Type

Click 'Search' button to view the records. All the records with the specified details are retrieved and displayed in the lower portion of the screen.

---

**Note**

You can also retrieve the individual record detail from the detail screen by querying in the following manner:

- Press F7
  - Input the Source Code
  - Press F8
- 

You can perform Edit, Amend, Authorize, operations by selecting the operation from the Action list. You can also search a record by using a combination of % and alphanumeric value

## **2.9 Data Minimization/ Data Deletion**

This section contains the following topics:

- [Section 2.9.1, "Introduction"](#)
- [Section 2.9.2, "End-user Access and Other Requests"](#)

### **2.9.1 Introduction**

Data minimization is the process of deleting the data on expiry of the holding period.

### **2.9.2 End-user Access and Other Requests**

Purge/Archival process can be used to minimize the data set.

You can specify Purge/Archival process at functionality level or at table level.

You can specify the table and the set of records to be deleted by maintaining valid join conditions among the tables.

Data minimization can also be scheduled to run on specific time intervals.

*For further details, refer 'Purge Frequency Maintenance' section in 'Admin' user manual.*

## **2.10 Data Portability**

This section contains the following topics:

- [Section 2.10.1, "Introduction"](#)
- [Section 2.10.2, "Import/Export of Data"](#)

### **2.10.1 Introduction**

Customers may be required to provide end-users with copies of their data in a structured, commonly used electronically readable format. Support a configuration that lets customers enable their end-users to perform the export themselves or provide means for end-users to request that customer perform it.

### **2.10.2 Import/Export of Data**

User can export or import data set with Data Interface maintenance.

User can specify the set of tables, columns that need to be exported or imported.

User can also specify the format in which export/import file need to be generated.

*For further details, refer 'Setting up and Maintaining Interfaces' section in 'Interface' user manual.*

## **2.11 Separation of Duties**

This section contains the following topics:

- [Section 2.11.1, "Row Level Security"](#)
- [Section 2.11.2, "Introduction"](#)

### **2.11.1 Row Level Security**

Application users are classified to allow/disallow to access sensitive information. Customers will be classified as protected and unprotected.

Users with full access are allowed to see all customers. Users with limited access are allowed to view unprotected customer.

*For further details, refer 'Row Level Security Maintenance' section in 'Security' user manual.*

*For further details, refer 'Invoking Customer Maintenance Detail Screen' section in 'Entities' user manual.*

### **2.11.2 Introduction**

Role based access to the User with appropriate module will be able to perform his duties.

With grouping of Function ids into roles users can be mapped to particular roles as per their requirements. Also user's access across module to specific function ID can be restricted.

*For further details, refer 'Ensuring Security for Fund Manager' and 'Ensuring Security for Agency Branch' section in 'Security' user manual.*

## **2.12 General Logging- Audit Controls**

This section contains the following topics:

- [Section 2.12.1, "Logging PII Data Access"](#)
- [Section 2.12.2, "General Logging"](#)
- [Section 2.12.3, "Enabling/ Disabling Application Logs"](#)

### **2.12.1 Logging PII Data Access**

FCIS supports storing PII data accessed by the business user. The data access audit log covers the following data

- Unit Holder Account Information and change of information(amendment)
- Customer Information and change of information
- Transactions
- Unit holder balance
- Consolidated inquiry



- Unit holder income distribution setup
- Balance view through various transaction screen (through hyperlinks)
- Audit of personnel accessing the above data will stored/ logged and the details are as following
  - User Identification
  - Access date and Time( Application date and system date)
  - Operation
  - function id accessed
  - Unit holder account/Entity ID/Auth rep ID
  - Customer account
  - To unit holder account (in case of transfers)
  - To Customer account (in case of transfers)

For further details, refer Personal Data Protection Act document.

### **2.12.2 General Logging**

FCIS supports logging data captured or modified by the business user. The audit log stores the user name, data captured date time and the captured data for audit purposes.

*For further details, refer 'PIPA Audit Log section' in Security' user manual.*

### **2.12.3 Enabling/ Disabling Application Logs**

Application logs can be enabled at application level to identify any failures. By default, application logs are disabled. Administrators or support team only can enable application logs.

## **2.13 Backup and Recovery**

You should take backup of all database related files such as, data files, control files, redologs, archived files, init.ora, config.ora etc periodically to reduce the data loss.

### **Securing Backup**

Security Guide provides detailed information on securing database, Backup controls and securing database backups.

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## 3. Function ID Glossary

### U

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UTSCONMT .....	2-16