



Infor LN User Guide for GDPR Anonymization

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About this Guide

This document describes the process to anonymize or delete personal data.

Assumed knowledge

Although you need no detailed knowledge of the LN software to read this guide, general knowledge of the LN functionality will help you understand this guide.

References

Use this guide as the primary reference for compliance with the GDPR right to erasure.

How to read this document

This document is assembled from online Help topics.

Text in *italics* followed by a page number represents a hyperlink to another section in this document.

Underlined terms indicate a link to a glossary definition. If you view this document online, clicking the underlined term takes you to the glossary definition at the end of this document.

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Chapter 1: GDPR

GDPR anonymization

To comply with the GDPR right to erasure, you can anonymize personal data.

Anonymize means that names, addresses, and so on are made unrecognizable by replacing letters with asterisks or other symbols that the user can select.

Also, if you anonymize a record, data without referential constraints that is related to the record is deleted. For example, if you anonymize a business partner record, related data such as Notes and Activities is deleted. See GDPR anonymization - deleting related data.

Referential constraints are constraints because of links to other data. Deleting data with referential constraints would make the linked data inaccessible and corrupt the database.

Setup

To use the anonymization functionality, in the **COM Parameters (tccom0000s000)** session, select the Anonymization check box and select an anonymization character in the Anonymization Character field. Consequently, the **Anonymize** command is available in the sessions listed below.

To use this functionality, users require full authorization.

Sessions

You can anonymize personal data in these sessions:

- **Business Partner (tccom4100s000)**
- **Business Partners (tccom4500m000)**
- **Addresses (tccom4130s000)**
- **Addresses (tccom4530m000)**
- **Contacts (tccom4540m000)**
- **Contact (tccom1640m000)**
- **Employee 360 (bpmdm0101m100)**
- **Employees (bpmdm0601m000)**

Anonymizing personal data

To anonymize data:

- 1 Select a contact, business partner, address, or employee.

- 2 On the *appropriate menu*:
 - select **Anonymize** to anonymize personal data Infor ERP LN, or
 - select **Anonymize and Report** to generate a report, a certificate and anonymize personal data.
- 3 Click **Yes** in the dialog prompting you to confirm or cancel the anonymization.

Consequently, LN does the following:

- 1 Replaces letters with anonymization character in fields such as name and address fields. The anonymization character is specified in the Anonymization Character field of the **COM Parameters (tccom0000s000)** session.
- 2 Clears the values in the fields, such as calendar codes, zip codes, or dates of birth. .
- 3 Removes pictures.
- 4 Sets the life cycle statuses to **Inactive**.
- 5 Deletes the data without referential constraints that is related to the personal record. For example, if you anonymize a business partner record, related data such as Notes and Activities is deleted. See GDPR anonymization - deleting related data.

Note:

You cannot undo the anonymization and the deletion of the related data of an individual's personal data. To restore anonymized data, you must specify new information in the anonymized fields and re-create the related data that was deleted.

The **Anonymize** command is unavailable if a restriction is applicable for an employee record. If a restriction is applicable for a buy-from or a sold-to business partner, a message is displayed and the anonymization process is cancelled.

GDPR anonymization - restrictions

You cannot anonymize an employee, business partner, or address, if:

- Employee
 - The last employment date is not specified or is later than the current date.
- The employee has unprocessed time or expense sheets.
- Customer (sold-to business partner)
 - The *customer* has unpaid invoices.
- The customer has open:
 - Sales quotations, sales orders, sales schedules, or sales contracts
 - Service orders, calls, quotes, or claims
 - Projects or project deliverables
 - Letters of credit
 - Manual freight orders
- The customer is not an internal BP or affiliated company.
- Supplier (buy-from business partner)
 - The *buy-from business partner* has unpaid invoices.
- The supplier has open:

- Requisitions, requests for quotations, purchase orders, schedules, contracts, or landed cost lines
 - Claims
 - Address
- No restrictions

GDPR anonymization - deleting related data

If you anonymize a contact, employee, business partner, or address, this related data is deleted:

Contact

- Activities (tccom6100m000)
- Attendee (tccom6105m000)
- Attachments (tccom6110m000)
- Notes (tcstl1550m000)
- Notes History (tcstl1555m000)
- Categories by Contact (tccom4141m000)
- Contacts by Business Partner Role (tccom4545m000)
- Attributes by Contact (tdsmi1123m000)

Employee

- Activities (tccom6100m000)
- Attendee (tccom6105m000)
- Attachments (tccom6110m000)
- Notes (tcstl1550m000)
- Notes History (tcstl1555m000)
- Employee GPS Data (tccom0105m000)
- Employee Education (bpmdm0160m000)
- Employee Training (bpmdm0170m000)
- Employee Exams (bpmdm0180m000)
- Employee Certificates (bpmdm0190m000)
- Received Personnel Data (tcbod2110m000)
- Roles by Employee (tcpl0170m000)
- Skills by Employee (tcpl0120m000)
- Employees by Team (tcpl0150m000)
- Service Employee - Skills (tsmdm1135m000)

Business partner (sold-to and buy-from business partner)

- Activities (tccom6100m000)
- Attendee (tccom6105m000)
- Attachments (tccom6110m000)
- Notes (tcstl1550m000)
- Notes History (tcstl1555m000)

- Contact (tccom1640m000)
Contacts are deleted after clicking Yes in the dialog prompting you to confirm or cancel the anonymization.
- Contacts by Business Partner Role (tccom4545m000)
- Addresses (tccom4130s000)
Addresses are deleted after clicking Yes in the dialog prompting you to confirm or cancel the anonymization.
- Attributes by Business Partner (tdsmi1101m000)
- Opportunities (tdsmi1110m000)
- Contacts by Opportunity (tdsmi1122m000)
- Global Addition of Activities (tdsmi2210m100)
- Attributes by Opportunity (tdsmi1111m000)
- Document Output Management Rules (tccom6170m000)

Address

- Delivery Points (tccom4134m000)

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